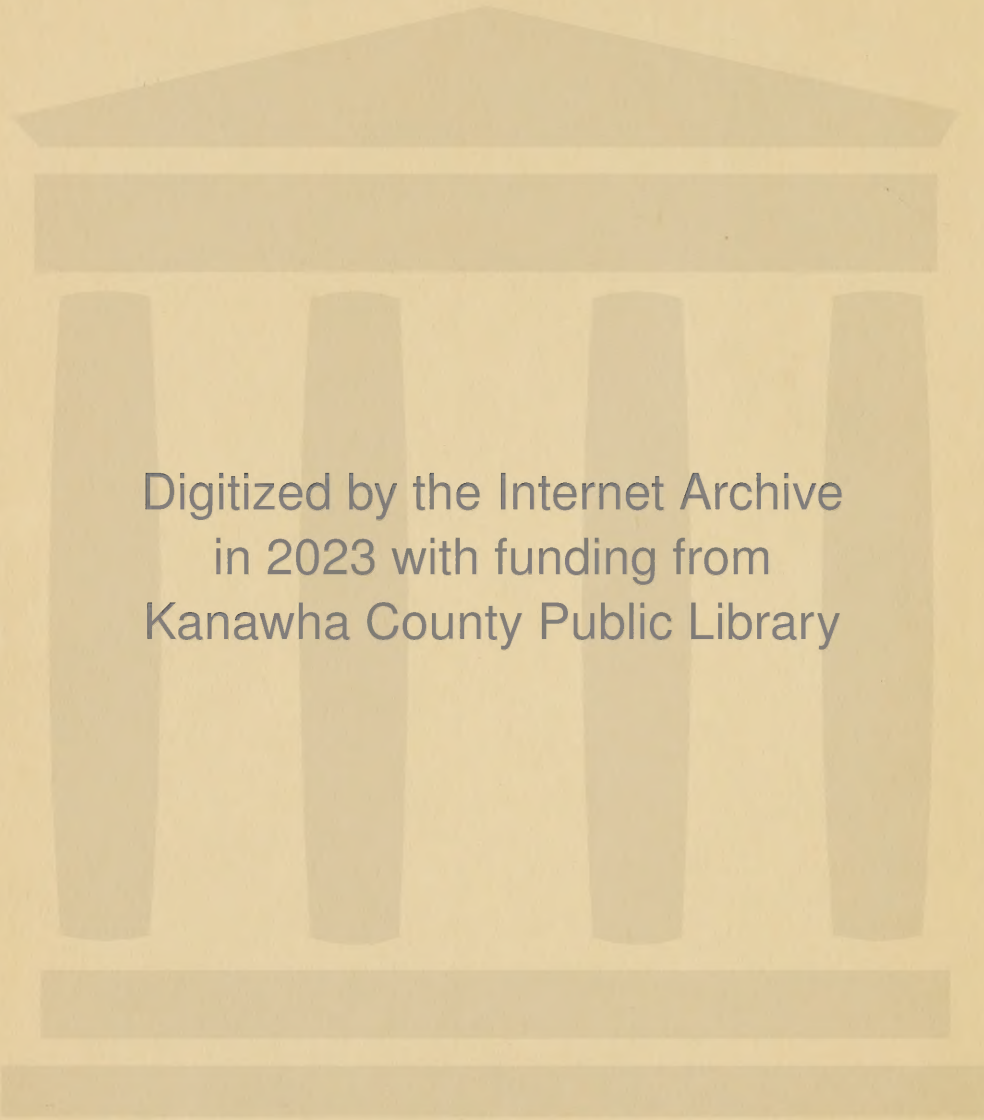






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MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY

HELD ON
AUGUST 6, 1954

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on August 6, 1954, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Anderson
Mrs Brown
Dr Cook
Mr Flinn
Judge Hudson
Colonel Phillips
Dr Sibley
Mrs Thomas
Mr Williamson

The minutes of the July 9, 1954 meeting were approved.

Librarian's Monthly Report for July 1954. The Librarian read his monthly report. The report was accepted and the librarian was directed to publish such parts of it as he saw fit to publish.

Approval of Bills. Mr Flinn moved and Dr Cook seconded a motion that the bills (Lists No. 342 and 343) be approved and transmitted to the Board of Education for payment. The motion was carried.

UNFINISHED BUSINESS

Library Budget. The Librarian reported that Mr Flinn had notified him that the library budget had not been acted upon by the Board of Education, and that it would not be acted upon until the Board of Education learned from the Assessor's Office the amount of revenue which it will receive from county taxes.

Annual Report. The Librarian reported that a one-page summary and two pages of charts had been added to his annual report and that copies of the full report had been sent to the members of the Board of Education.

The Librarian stated that he had obtained estimates on the cost of printing one, two, and five thousand copies of an informal type report to be distributed to the public. After some discussion, it was moved by Mr Williamson, seconded by Colonel Phillips and unanimously

RESOLVED, That the Librarian order 2,000 copies of an informal type report for distribution to the public at a cost not to exceed \$150.00.

Disposition of the old Bookmobile. The Librarian reported that an advertisement offering the old bookmobile for sale had appeared in the July issue of the Library Journal, but that no inquiries had been received in response to it. He also stated that the Librarian at the Huntington Public Library had expressed an interest in obtaining the bookmobile but had not yet had any board action on the matter. Two of the three used truck dealers in Charleston were contacted and asked informally for an expression of opinion as to the value of the old bookmobile. One placed it at \$250, the other at \$300. Mr Flinn suggested that Ross Bonar be contacted for information on the proper way to dispose of the old unit.

Unneeded Books. It was moved by Judge Hudson, seconded by Dr Sibley and Colonel Phillips, and unanimously

RESOLVED, That books owned by the Kanawha County Public Library and not needed in the book collection may be sent on indefinite loan to other libraries in Kanawha County, with the approval of the Librarian and the Book Committee, or to other libraries in the state, with the approval of the Librarian and the Library Board.

NEW BUSINESS

Library Law. The Librarian reported that he had found the text of a local law pertaining to the financing of the Ohio County Public Library in Chapter 157, Acts of the West Virginia Legislature for 1937. After some discussion in which was pointed out by Mr Flinn that such a law for this county had little chance of being passed because it "dedicated" a portion of the Board of Education's funds, it was decided that a local law patterned the Ohio County Law was not desirable for Kanawha County.

Booklet. The Librarian displayed a booklet entitled "Your Library Card," which is prepared by a commercial public relations organization and which points out the value to be gained from reading public library materials. The librarian relayed a suggestion made by the author of the booklet that libraries ask large companies to buy copies of the booklet for distribution to their employees. The Library Board feels that it is not fitting that the library request business firms to buy and distribute pro-library literature to its employees. Mr Williamson suggested a better method of promoting the library among the company employee group is to write articles for publication in its company magazine.

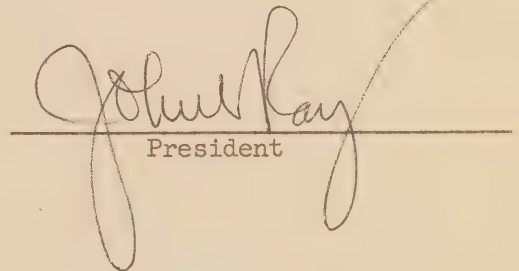
Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective August 1954 which he stated are in accord with the salary scales:

<u>Name</u> <u>Employment</u>	<u>Effective</u> <u>Date</u>	<u>Salary Month</u> <u>To-Month Basis</u>	<u>Position</u>
Hazel Fisher	August 1	\$333.00	Substitute Librarian
Ruth Eary	Aug 1-14 incl.	\$122.28 (for Aug. only)	Substitute Librarian
Virginia Pilato	Aug. 1	\$139.00	Temporary Clerk Assistant
Dorothy Twohig	Aug. 9	\$174.55 (for Aug. pay \$134.20)	Clerk Assistant, B&G Dept.

<u>Leave of Absence</u>	<u>Effective Date</u>	<u>Salary Month To-Month Basis</u>	<u>Position</u>
Betty Jane Harper	August 1	No salary due her	First Clerk Assistant, Extension Department
<u>Salary Changes</u>		<u>Salary Change From- To-</u>	
Marie E. Merriman	August 1	\$58.50 \$76.50 (for Aug. only)	Page, Extension Dept.
Courtney Joslin	August 1	\$58.50 \$27.00 (for Aug. only)	Page, Circulation Dept.
Linda Jo Dugan	August 1	\$58.00 \$72.00 (for Aug. only)	Page, Boys & Girls Dept.
Mary Ringel	August 1	\$58.50 \$64.50 (for Aug. only)	Page, Boys & Girls Dept.
Betty Jo Carter	August 1	\$69.50 \$101.00 (for Aug. only)	Part-time Clerk Assistant Circulation Department
Peter Pontius	August 1	\$66.55 \$153.25 (for Aug. only)	Sweeper
Wilma Brown	August 1	\$375.55 \$381.55	Head, Boys & Girls Dept.
Juliette Bryson	August 1	\$384.05 \$390.55	Head, Circulation Dept.
Ruth Figgatt	August 1	\$286.55 \$295.55	Librarian Assistant, Extension Department
<u>Resignations</u>			
Darlene Sue Older	August 1	\$48.25	Page, Circulation Dept.

On motion duly made, seconded, and carried all the foregoing salary changes were ratified, approved and confirmed.


Secretary


President

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

September 3, 1954

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on September 3, 1954, at 4:00 p.m. in the Board of the Library.

The following members were present:

Judge Hudson, Vice-President
Mrs Anderson
Dr Cook
Colonel Phillips
Dr Pianfetti
Dr Riggleman
Dr Sibley
Mrs Thomas
Mr Young

In the absence of the president, Judge Hudson presided. The librarian acted as secretary of the meeting.

Librarian's Monthly Report for August 1954. The librarian read his report of the activities of the various departments of the library. The report was ordered filed by the chairman.

Approval of Bills. Dr Cook moved and Colonel Phillips seconded a motion that the bills (Lists No. 344 and 345) be approved and transmitted to the Board of Education for payment. The motion was carried.

UNFINISHED BUSINESS

Budget. After a few introductory and explanatory remarks by the librarian, the Library Board approved an amended budget (a copy of which is attached to the minutes) in the amount of \$145,501 for the fiscal year

1954/1955. The motion for approval was made by Colonel Phillips, seconded by Dr Cook, and was passed unanimously.

Annual Report. The librarian distributed copies of a twelve page, lithographed, popular-type, annual report to the members of the board. It was read through by the Library Board members and ordered filed by the chairman.

Bookmobile. The librarian reported that Mr Ross Bonar's office had been furnished pertinent information about the old bookmobile. He will advertise for bids on the vehicle and will, in effect, sell the unit by accepting the highest satisfactory bid.

NEW BUSINESS

Garnet Branch Library Board. At the suggestion of the Librarian, the chair entertained a motion by Dr Rigglesman, which was seconded by Dr Pianfetti and passed unanimously, that the following be made a part of the minutes of the meeting.

RESOLVED, That the following persons be elected as members of the Garnet Branch Library Board for terms expiring on the dates shown:

Mrs Helen J. Lonesome	June 30, 1955
Reverend Moses Newsome	June 30, 1958
Mrs Willia Smith	June 30, 1959
Dr Scott M. Brown	June 30, 1960

Notice was taken of previous board action on June 8, 1951, electing the following members of the Branch Library Board for terms expiring on the dates shown.

Dr C. A. Jackson	June 30, 1956
Mrs Nina Gamble	June 30, 1957

Further notice was taken of the appointment of Reverend Newsome to fill a post vacated by Mr A. H. Calloway (expires June 30, 1958) and of the

appointment of Mr Charles A. Preston to fill the position vacated by Mr C. A. Jackson (expiring June 30, 1956).

The roster of Garnet Branch Library Board is hereby established to read as follows:

Mrs Helen J. Lonesome	June 30, 1955
Mr Charles A. Preston	June 30, 1956
Mrs Nina Gamble	June 30, 1957
Rev. Moses Newsome	June 30, 1958
Mrs Willia Smith	June 30, 1959
Dr Scott M. Brown	June 30, 1960

Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective September 1954 which he stated are in accord with the salary scales:

<u>Name</u>	<u>Effective Date</u>	<u>Salary Month To-Month Basis</u>	<u>Position</u>
<u>Employment</u>			
David A. Wiley	Sept. 1	\$58.50	Page, Circulation Dept.
Donald Greenlee	Sept. 1	\$58.50	Page, Extension Dept.
<u>Temporary Employment</u>			
Thomas DeLauder	Sept. 1	\$55.20 (Sept. only)	Temporary Truck Driver
Carroll Hicks	Sept. 1	\$38.10 (Sept. only)	Substitute Bookmobile Driver
James Yost	Sept. 1	\$7.62 (Sept. only)	Substitute Bookmobile Driver
<u>Salary Changes</u>		<u>Salary Changes</u> <u>From- To-</u>	
Betty Jo Williams	Sept. 1	\$139.55 \$144.55	Clerk Assistant, Circ. Dept.
Martha Hendericks	Sept. 1	\$144.55 \$149.55	Clerk Assistant, Cat. Dept.
Ida Mae Boedecker	Sept. 1	\$139.55 \$144.55	Clerk Assistant, Circ. Dept.
Margaret Julia Fuller	Sept. 1	\$52.12 \$53.87	Part-time Clerk Assistant, Boys and Girls Dept.
Peter Pontius	Sept. 13	\$66.55 \$190.55 (\$139.32 for Sept.)	Janitor
Nancy Woodyard	Sept. 1	\$32.50 \$42.25	Page, Boys and Girls Dept.
Sally Brogan	Sept. 1	\$149.55 \$144.55	Clerk Assistant, Ext. Dept.
<u>Resignation</u>			
Virginia Pilato	Sept. 11	\$50.05 (Sept. only)	Clerk Assistant, Ext. Dept.
Joanne Woodyard	Sept. 7	\$27.80 (Sept. only)	Clerk Assistant, Boys & Girls Department

<u>Name</u>	<u>Effective</u> <u>Date</u>	<u>Salary Changes</u> <u>From-</u> <u>To</u>	<u>Position</u>
<u>Leave of Absence</u> <u>Without Pay</u>			
Joanne Greenspun	Sept. 1, 2	\$277.55 \$255.30 (Sept. only)	Librarian Assistant, Circulation Department
Frances Alderson	Sept. 1, 2	\$390.55 \$359.31 (Sept. only)	Head, Extension Department

On motion duly made, seconded, and carried all the foregoing salary changes were ratified, approved, and confirmed.



Vice-President



Secretary

KANAWHA COUNTY PUBLIC LIBRARY

Amended Budget 1954/1955

Operating Budget

MAIN LIBRARY

1. <u>Salaries</u>	
Staff salaries	\$ 85,028
2. <u>Books</u>	
Books	21,500
Audio-visual material	500
Binding	6,500
Periodicals	1,900
3. <u>Building and Other Expense</u>	
Repairs and maintenance	1,734
Salaries - building staff	7,520
Printing	345
Office Supplies	2,700
Insurance	1,340
Vehicle Supplies	1,043
Furniture and Equipment	1,017
Service Contracts	827
Building Supplies	800
Utilities	4,317
Travel	775
Membership	55
Contingencies	100
Total for building and other expense	\$ 22,573
TOTAL FOR MAIN LIBRARY	<u>138,001</u>

GARNET BRANCH

7,500

TOTAL

\$145,501

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY

HELD ON
OCTOBER 8, 1954

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on October 8, 1954, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Dr Pianfetti
Mrs Thomas
Mr Williamson
Mr Young

The minutes of the September 3, 1954, meeting were approved.

The Librarian acted as secretary of the meeting.

Librarian's Monthly Report for September 1954. The Librarian read his report on the activities of the library. It was approved and ordered filed.

Approval of Bills. Dr Pianfetti moved, and Mr Young seconded, a motion that the bills (Lists Nos. 346 and 347) be approved and transmitted to the Board of Education for payment. The motion was carried.

UNFINISHED BUSINESS

Disposition of Old Bookmobile. The Librarian reported that the Board of Education had accepted a bid in the amount of \$411 submitted by Mr Walter Clark of Charleston. He is to take possession of the vehicle on Monday, October 11, 1954.

"Your Library Card" Booklet. The Librarian reported that the Carbide and Carbon Chemicals Company had purchased and distributed to its employees copies of a commercially prepared booklet which describes public library services and encourages people to obtain borrower's cards.

Memberships in West Virginia Library Association. The Librarian explained that the membership year of the state association begins in October. The dues are \$2.00, including a subscription to West Virginia Libraries. The Librarian feels that our Library Board, since it controls the largest public library in the state, has an obligation to support the state library association by joining it, by reading its publication, and by attending its meetings whenever possible. He urged that each Library Board member join the West Virginia Library Association now for 1954/1955.

NEW BUSINESS

West Virginia Library Association Annual Meeting. The meeting is to be held at Bethany, West Virginia, on October 22 and 23. There will be a strong program, climaxed by an address by Mr Quincy Mumford, President of the American Library Association and recently appointed Library of Congress. Library Board members were invited to attend the meeting. The Library Board approved the payment of the expenses of the librarian and an allowance of \$10 for each of six other staff members for attendance at the State Library Association Annual Meeting.

Architectural Books Fund. The Librarian described a series of contacts which he had with the Library Committee of the West Virginia Chapter of the American Institute of Architects. A proposal originally made by the local chapter of A. I. A. When it was discovered that the library had space only, and that the A. I. A. would be obliged to furnish and equip such a room, an alternative plan was sought. The Librarian proposed to the A. I. A. state chapter (the details of the proposal are contained in an attached copy

of a letter dated April 21, 1954) that it begin by strengthening the library's holdings in architectural materials through the provision of a book fund from which such materials could be purchased by the library. This proposal was agreed to by the West Virginia Chapter, A. I. A., in a letter dated September 17, 1954. The Library Board approved the general plan and authorized the librarian to enter into a specific agreement with the West Virginia Chapter A. I. A. as outlined in the attached letter of April 21, 1954.

Notary Status for Library Employee. The Library Board approved the librarian's suggestion that a member of the staff make application for appointment as a Notary Public. It also approved the payment of necessary fees of approximately \$8.50 from the petty cash fund.

Dunbar Library. The Librarian reported that he had received an inquiry from the Dunbar Women's Club about the assistance which the Kanawha County Public Library would be able to give in the establishment of a public library in Dunbar. He had committed the library to the same kind and amount of help as has been given to the St. Albans and South Charleston libraries, namely the extended loan of large collections of books, the furnishing of supplies, and order and cataloging service.

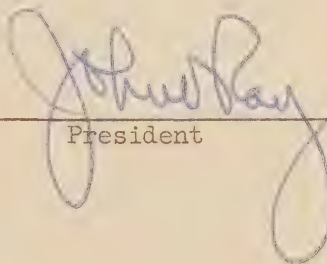
Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective October 1954, which he stated are in accord with the salary scales:

<u>Name</u> <u>Employment</u>	<u>Effective</u> <u>Date</u>	<u>Salary Month</u> <u>To-Month Basis</u>	<u>Position</u>
Frances Louise Gerard	Oct. 11	\$268.55 (for Oct. only \$103.32)	Librarian Assistant, Reference Department

<u>Temporary Employment</u>	<u>Effective</u>	<u>Salary Month</u>	<u>Position</u>
James M. Mathews	<u>Date</u>	<u>To-Month Basis</u>	
	Oct. 1	\$58.50	Page, Extension Dept.
 <u>Leave of Absence</u>			
<u>Without Pay</u>			
Joseph Comer	Oct. 1	No check due him	Page, Extension Dept.
 <u>Resignations</u>			
Lois Sally Brogan	Sept. 30	No check due her	Clerk Assistant, Ext. Dept.
Charles Loudermilk	Sept. 30	No check due him	Librarian Assistant, Reference Dept.
Randall Vanderbeek	Aug. 31	No check due him	Page, Circulation Dept.
 <u>Salary Changes</u>			
		<u>From-</u> <u>To-</u>	
Mary Ringel	Sept. 1	\$58.50 \$85.50	Part-time Clerk Assistant, Circulation Department
		(for Oct. only \$88.92)	
Linda Jo Dugan	Sept. 1	\$58.50 \$85.99	Part-time Clerk Assistant, Boys and Girls Dept.

On motion duly made, seconded, and carried all the foregoing changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.



President



Secretary

April 21, 1954

Mr C. W. Breed
922 Woodland Avenue
South Charleston, West Virginia

Dear Mr Breed:

The A. I. A. is to be commended on its choice of a project for the year - the establishment of a West Virginia Chapter library. I wish to add every encouragement and to cooperate in every way possible with the committee whose task it is to work out the details of the project.

I propose a plan, which I will be glad to present to the Library Board, if it meets your approval, and which I think will give you an economical and effective working arrangement with the Kanawha County Public Library.

The objective is to achieve a strong collection of architectural books, periodicals, and related materials at the library where they would be available to and used by all who were interested in them. Under this plan the library would continue to buy from its own funds materials of general or slightly specialized interest in the field. Any funds provided by the A. I. A. would not be used to duplicate these materials but to augment them with more specialized works. The funds could be administered either by the library or by the A. I. A., but I would suggest turning them over to the library since this would free the A. I. A. of the routine check writing and record keeping but would at the same time permit the A. I. A. to specify in any degree of detail how the funds would be spent and to have furnished a complete report on how the funds were spent.

The services which the A. I. A. would get from these would be as follows. Any book could be read in the library (probably the A. I. A. would want some designated for home loan and some to be kept in the library at all times, just as the library does with its other volumes). These materials would be available to any member of the A. I. A. who was closer to another library, on an inter-library loan basis, which means that it would be mailed to his local library for reloan to him at a cost equal to the postage involved. We would answer telephone questions using these materials for any A. I. A. member who called the library's reference staff. We would transport materials to the nearest photostat outfit if reproductions were wanted at the cost of the photostats themselves. We would begin a collection of trade catalogs which could become as strong as the A. I. A. helped it to become by sending the library catalogs, by placing the library on manufacturers' mailing lists, and by using the collection. Valuable books would be insured and secured. Transfer of private collections of merit to the library would be encouraged by pointing out that the books would receive proper library care, as well as continual respect and use.

Mr C. W. Breed
April 21, 1954
Page 2

The future would hold the possibility of a separate room and an attendant for the architecture collection. The criteria to be used in deciding whether or not such a room should be established would be use by readers. The library is anxious to serve any need for books which manifests itself.

This plan is a flexible proposal only. Many of its details can be modified to meet your wishes or requirements.

Sincerely

/s/

Mark Crum
Librarian

MC:pp

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

November 5, 1954

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on November 5, 1954, at 3:30 p.m. in the Board Room of the Library. The following members were present:

Mr Ray, President
Mr Hanson
Judge Hudson
Colonel Phillips
Mr Shonk
Mr Williamson

The minutes of the October 8, 1954, meeting were approved.

The Librarian acted as secretary of the meeting.

Librarian's Monthly Report for October 1954. The Librarian read his report on the activities of the library. It was approved and ordered filed.

Approval of Bills. Mrs Williamson moved, and Colonel Phillips seconded, a motion that the bills (Lists Nos. 348 and 349) be approved and transmitted to the Board of Education for payment. The motion was carried.

UNFINISHED BUSINESS

Memberships in West Virginia Library Association. The Librarian asked that the members of the Library Board support the West Virginia Library Association by joining it, by reading its publication, and by sending a representative to attend its meetings.

West Virginia Library Association Annual Meeting. The Librarian reported that six staff members had attended the meeting at Bethany on October 22 and 23. He expressed the appreciation of those staff members for the grant of

time to attend and the voting of funds to defray expenses.

Notary Status for Library Employee. Miss Lorena Ammar has been designated a Notary Public effective October 13, 1954.

NEW BUSINESS

Technical Book Council Fund. The Librarian reported that Mr W. C. Turner, an employee of the Carbide and Carbon Chemicals Company, had contacted him, on behalf of the Technical Council, with a suggestion that the Technical Council adopt as a community project the strengthening of the science and technology book collection in the public library through the establishment of a book fund. The Librarian offered encouragement and sent the Technical Council a letter (a copy of which is attached to the minutes) describing the same agreements as had been approved at the October 1954 board meeting for the proposed Architectural Books Fund. The Library Board upon motion by Colonel Phillips, seconded by Mr Williamson approved the action taken by the Librarian to encourage the Technical Council, and it authorized the Librarian to enter into a specific agreement with the Technical Council which would follow the pattern previously established for the Architectural Books Fund.

Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective November 1954, which he stated are in accord with the salary scales:

<u>Name</u> <u>Employment</u>	<u>Effective</u> <u>Date</u>	<u>Salary Month</u> <u>To-Month Basis</u>	<u>Position</u>
Beverley Fleck	Nov. 8	\$139.55 (\$106.05 for Nov. only)	Clerk Assistant, Circulation Department
<u>Temporary Employment</u>			
Thomas DeLauder	Nov. 23	\$4.60 - for $\frac{1}{2}$ day only	Temporary truck driver
James M. Mathews	Nov. 1	\$58.50	Page, Extension Department

<u>Name</u>	<u>Effective Date</u>	<u>Salary Month To-Month Basis</u>	<u>Position</u>
<u>Leave of Absence Without Pay</u>			
Joseph Comer	Nov. 1	No check due him	Page, Extension Department

<u>Promotion</u>		<u>Salary Change From- To-</u>	<u>Position</u>
Ida Mae Boedecker	Nov. 10	\$144.55 \$157.55 (\$153.39 for Nov. only)	From Clerk Assistant, Circ. Dept. to Sr. Stenographer, Office

On motion duly made, seconded, and carried all the foregoing changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

The Librarian and Department Heads presented a detailed description and demonstration of book selection policy and practice in the Kanawha County Public Library. A copy of this presentation is attached to the minutes.

Mark E. Bunn
Secretary

John Ray
President

November 3, 1954

Mr W. C. Turner
Carbide and Carbon Chemicals Company
Seventh Floor, Building 82
South Charleston, West Virginia

Dear Mr Turner:

You have asked me to outline a plan whereby the Technical Council and its member groups could assist in the building of a stronger collection of science and technology books in the public library.

I wish to compliment you and your associates in the Technical Council upon your awareness of the need for such a collection of library materials and for your faith in their usefulness to the people of Kanawha County. The library staff and the members of the Library Board have in the past given enthusiastic approval to proposals of this kind. I am sure that they will be anxious to cooperate in this project.

When we talked on November 1, we found easy agreement on most, if not all, of the points which I will describe below. If your group and the Library Board approves these general proposals, a detailed plan can quickly be worked out between the Librarian and a committee from the Technical Council.

The objective is to achieve a strong collection of science and technology books, periodicals, and related materials at the library where they would be available to and used by all who were interested in them. Under this plan the library would continue to buy from its own funds materials of general or slightly specialized interest in the field. Any funds provided by the Technical Council would not be used to duplicate these materials but to augment them with more specialized works. The funds could be administered either by the library or by the Library Committee of the Technical Council, but I would suggest turning them over to the library since this would free the Technical Council of the routine check writing and record keeping but would at the same time permit the Technical Council to specify in any degree of detail how the funds would be spent and to have furnished a complete report on how the funds were spent.

The services which the members of the Technical Council would get from these agreements would be as follows. Any book could be read in the library (probably the Library Committee of the Technical Council would want some designated for home loan and some to be kept in the library at all times, just as the library does with its other volumes).

These materials would be available to any member of the Technical Council who was closer to another library, on an inter-library loan basis, which means

Mr W. C. Turner
November 3, 1954
Page 2

that it would be mailed to his local library for reloan to him at a cost equal to the postage involved. We would answer telephone questions using these materials for any Technical Council member who called the library's reference staff. We would transport materials to the nearest photostat outfit if reproductions were wanted at the cost of the photostats themselves. We would begin a collection of trade catalogs which could become as strong as the Technical Council helped it to become by sending the library catalogs, by placing the library on manufacturers' mailing lists, and by using the collection. Valuable books would be insured and secured. Transfer of private collections of merit to the library would be encouraged by pointing out that the books would receive proper library care, as well as continual respect and use.

The future would hold the possibility of a separate room and an attendant for the technology collection. The criteria to be used in deciding whether or not such a room should be established would be used by readers. The library is anxious to serve any need for books which manifests itself.

This plan is a flexible proposal only. Many of its details can be modified to meet your wishes or requirements.

Sincerely

/s/

Mark Crum
Librarian

MC:1a

BOOK SELECTION

A PRESENTATION MADE TO THE LIBRARY BOARD OF THE
KANAWHA COUNTY PUBLIC LIBRARY BY THE LIBRARIAN
AND HEAD OF DEPARTMENTS NOVEMBER 5, 1954.

OUTLINE

I. INTRODUCTION

II. SURVEY OF BOOK SELECTION PRINCIPLES

III. BOOK SELECTION PRINCIPLES AT THE KANAWHA COUNTY PUBLIC LIBRARY

A. GENERAL

B. DEPARTMENTAL ADAPTATIONS

IV. BOOK SELECTION PRACTICE AT THE KANAWHA COUNTY PUBLIC LIBRARY

A. AIDS

B. ROUTING

C. EXAMPLES

D. SUPERVISION

E. ORDERING

BOOK SELECTION

I. INTRODUCTION

Members of the Library Board, both during meetings and in private conversations with the Librarian, have repeatedly expressed interest in the methods and theories of book selection as it is practiced by the members of the library staff. From one Library Board member has come a suggestion that the staff make some kind of a presentation to the Library Board on this subject for the purpose of helping the Board to understand how and why books are selected for purchase.

Miss Alderson, Miss Brown, Miss Brugger, Miss Bryson, Mr Foley, and I have been pondering this topic for about a month. We have each done some background reading and we have met twice to discuss book selection. We have also worked up a performance which we would like to have you see and hear this afternoon.

My function is to introduce the topic. Mr Foley will follow me with a survey of book selection principles. In it he will attempt to explain the evolution of book selection theory during the past 50-75 years, and to show the inconsistencies in the various theories. When he has finished we will turn our attention to the book selection principles followed at the Kanawha County Public Library and Miss Bryson will make a general statement. Then each department head will describe briefly the applications or adaptations of these principles to his department.

After having examined book selection principles on a professional wide scale, book selection principles at the Kanawha County Public Library, and the adjustment of those principles to specific departmental conditions, we will shift our spotlight from principles to book selection practice. We will attempt to show you the mechanics of selection as it is performed day by day in the library.

The entire presentation should take about 45 minutes. It will give you an acquaintance with the principles which influence book selection. You will

understand how those principles have been applied in our library. And you will glimpse the mechanical processes which have been adopted here to facilitate book selection.

May I now introduce to you Mr Jerome Foley, Head of the Reference Department, who will introduce his own subject. Mr Foley.

II. THE EVOLUTION OF THEORIES OF BOOK SELECTION

Theories of book selection for public libraries have undergone an evolution in the past 50 or 75 years. This evolution has closely followed the changing concept of what the public library should be.

In the beginning of the history of the public library in America, the institution was looked upon as a storehouse where the intellectually elite of the community might find the classics, history, and other solid subjects, and pour over them in the dim recesses of the reading room. In this set-up, the librarian chose the books he thought his public should read.

As public library service began to expand, the democratic, mass-education idea came to the fore. Here the idea of reader improvement was advanced as the objective of the library. Books were chosen not so much on the basis of their intrinsic worth; any book that in any way could be associated with teaching people, could legitimately find its way to the shelves. The book selection principle here employed was what people ought to read: still closely related to the should read policy, but less conservative.

The pendulum was noticeably moving to the liberal side. As public libraries increased in size and number, as book buying budgets became more generous, and the population became more library conscious, librarians sought to listen more to popular demand. Now the principle was what people want to read. The lean years of the Thirties forced libraries to modify this principle considerably.

I do not mean to give the impression that in these three periods I have enumerated, that only one type of book was chosen to the exclusion of all others. But I have tried to point out where the emphasis was placed in the different stages of the development of the theories of book selection.

Today's librarians attempt to put into practice the best features of the older theories. The classics are still to be found in our public libraries in new and attractive editions. We try to fill the reasonable demands of our clients; we hope that people of almost all intellectual levels will find books that will help and inform them. Nor do we neglect the recreational and leisure-type reading that most people indulge in from time to time.

Perhaps it is an oversimplification to say that modern librarians attempt to follow the best features of the book selection theories of the past. Surely anyone can see that conflicts are bound to arise when variant ideas are combined. How can we buy all the books the public demands and still remain within the budget, or how can we buy all the best books, for that matter? Should the library have a comprehensive collection, that is, material on all subjects, or should it cover only those subjects the public actually shows interest in? Should the library be primarily a recreational or an educational institution? These and other conflicts have to be worked out by librarians and members of library boards.

What our study of the past shows clearly is that book selection policies were definitely related to public library goals and objectives. The larger problem facing members of the board and librarians is determining what goals and objectives they wish to set up for their libraries.

III. BOOK SELECTION PRINCIPLES AT K.C.P.L.

A. General

At the Kanawha County Public Library we have never taken an extreme

position in book selection. We have not bought books for the sole reason of building a representative book collection, nor have we bought exclusively in response to requests from readers. We have not restricted our purchases to the needs and interests of library patrons, nor have we thought only of the person in the community who does not now, but perhaps ~~should~~, use the library. We have instead followed a middle-of-the-road, or non-extreme policy, which is, in effect, not a very firm or a very definite policy at all.

We have not been able to reduce selection to a formula or to a science. We practice it as an art, allowing a generous amount of subjective judgment to enter the process.

We have not been able to have one consistent and related set of criteria for selection. We buy one book with a given set of desirable characteristics; another book with a different set of characteristics.

However, underlying and conditioning the entire process of book selection is a checklist of important points to be considered in evaluating a book. No book selected for purchase may be deficient on any of these points without, at the same time, having overwhelming compensating superiority in others.

In making the decision to purchase any book for inclusion in our library, two basic considerations provide a guide. The first of these can be listed under the heading Library Patrons. At this point we are trying to guess at the reader's demands and his needs. We are aided in this guessing by our experience on the floor, working with readers; or at the desk, answering the questions which they ask. We also utilize any knowledge which we possess of the county and its social, economic, political, religious, and educational activities. It is difficult enough to anticipate the demands and needs of our habitual users, but it is more difficult to anticipate

those of our potential users. It is obvious that some qualitative and quantitative measure of reading interests and desires would be helpful to the librarians. A community survey which would identify homogeneous groupings in the population and discover their reading needs would be helpful also. Without these measures and surveys which might perhaps make book selection more scientific, we rely upon our experience with library patrons, and augment that experience with as many extra-mural contacts as each of us can individually make.

There is a tendency in progressive libraries to concentrate service upon, and orient book selection toward the identifiable group interests in the community. Under this concept, any identifiable group - labor - adult education participants - club women - owners of small business - or several similar groups might become a focal point for increased book purchases and an aggressive effort on the part of the staff to encourage that group to use the library. This concept departs from the older concept of service on an individual basis to persons who entered the library.

Another way in which a library can reflect the interests and needs of its readers is through requests for purchase. It is traditional for libraries to provide a form upon which an individual may suggest that a book be purchased by the library. Large libraries have special staff committees to examine the suggestions, approve or disapprove them, and reply to the patron by letter. But all libraries, large and small, value this method of direct expression by the borrower of his book selection ideas and consider all suggestions carefully.

The second consideration on our list may be called Resources. One resource to be considered in evaluating a book for purchase is the present holdings of the library. After it is known that the subject matter of a

book is suitable for inclusion in a general library collection, it is necessary to determine whether there is already a book in the collection which covers the same subject at about the same level of specialization and of recent enough date to be current. It is obvious that at this point, some comprehensive statement of book selection policy or of long range library policy would be helpful in deciding which classes of books were to be strengthened and which to be kept constant or allowed to grow less strong. In other words what kind of service is the library going to be giving in the next five to ten years, and to which of its many publics will it be giving its attention. Without such policy, we rely on a traditional kind of coverage - some representation on all subjects of general interest, but no particularly strong classes, and no material for the highly skilled or the advanced or the specialized reader, in any subject.

Not only must the book resources of the library be kept in mind, but the financial resources also. How much money will a given department have to spend for new books this year? How much of it must go for binding? What is our quota for this month? Are we overspent or underspent? Will we have enough to buy titles from the fall surge of publishing? Would we rather have two less expensive books than this costly one? Will the 1950 edition do one more year or do we need the information in the 1955 edition? These are the questions which must be answered from a knowledge of the condition of the book budget.

With these considerations as a background, we come to the Book Itself. Here is included the subject matter of the volume, its scope and the level of difficulty. The subject matter must be suitable for inclusion in a general library, the scope or coverage, and the level or degree of skill required of the reader must agree with our needs and must fit into our

present collection. One exception to this subject matter requirement, in fact an exception to many requirements, is a book by a local author or with a local setting. Every library seeks to acquire the writings of its local citizens or accounts of its local history. Next we look at the authority of the author in an attempt to discover his qualifications for writing this work. Has he been to the place described? Is he affiliated with a known organization or academic institution? What has been his experience in the field about which he is writing etc.?

The reputation of the publisher is very often given great importance in book selection. Publishers have standards which they seek to maintain. The better ones work with the author in the publication of his work and know the book intimately before it goes to press. Publishers tend to select for publication books which fit into their marketing pattern-with some it is quality, with others it is sensationalism or timeliness for quick sales.

The last thing to be considered about the book itself is its format. Here examination of the book reveals the quality of its binding, its paper, the printing and margins. When the book is not available, this information may be derived from publisher's announcements or annotations about the book. This is particularly true when the format is either unusually good or bad. Often times the format can be assumed to be adequate because of a prior knowledge of the practices of the particular publisher or with the type of book.

So far, we have talked about three groups of items on our checklist - The Library Patrons, Resources, and The Book Itself. In addition we consider the opinions of reviewers, particularly the ones who are identified in the review and whose tendencies toward overstatement are known. If there is any doubt about a book we consult several reviews rather than rely on an

uncritical listing.

Still another facet of book selection which ought to be mentioned is that done for duplication of titles already in the collection or for replacement of volumes which are worn out. Duplications of children's titles is practiced because of demand for the book by children waiting to read it, or because of need to have the better books represented in several of the many deposit collections which go out to schools. With adult books, duplication is usually made in response to demand. Adult demand is usually for current books, juvenile demand is more often for the old favorites and standards such as Little Women, Black Beauty and Lassie. Decisions on replacements must be made when volumes are so badly worn that they must be withdrawn from circulation or use. Virtually the same reasoning process must be gone through for replacement as for new titles. The one additional aid to evaluation is the previous experience which the library has had with that title. Many books are not worth replacing. The ones which are must meet all the tests for the volume itself, the readers, and library resources.

B. Departmental Adaptations

1. Reference Department

Much of the reference librarian's work in connection with book selection is a matter of keeping the reference department's collection up to date. To do so, he has to be on the watch for new editions of books already on the shelves. Book lists, publishers' catalogs and announcements have to be scanned for this information.

When a new reference book is being considered, two questions immediately come to mind: Does the library have this material? Does the reference department have this material? The reference librarian can often use material found in the circulation department; hence it

is not always necessary to have the same material in both departments.

Then comes the question of use. Does the book contain information that has been asked for? Will the book be used when it becomes known that the library has it?

The reputation of the author and the publisher of a reference book is often sufficient grounds for selection or rejection.

The final consideration is price. The reference department operates on a budget, and keeping within its limits is an ever-present problem.

I am now going to show you how I go about considering specific books for purchase.

Wilson Library Bulletin 28:890, June 1954, item 21

Selected United State Government Publications, March 12, 1954
Item 24F

2. Boys and Girls Department

In the Boys and Girls Department we observe very closely the criteria the adult department has set up. We do, however, have a few more problems to consider as regards our clientele. Age groups must be taken into account. Because we now have a very large group of three to five year old children, there must be a large collection of easy books and picture books. Older girls read more than older boys - so it is necessary to stock more books for this group of girls than we stock for the boys. Some consideration is given to nationalities; our children of Jewish ancestry call for serious books of non-fiction; children of Negro ancestry want fairy and folk tales, while the children of mixed European ancestry call for new books of fiction.

We find it necessary to work closely with our elementary school teachers to supply the needs of school children's supplementary reading

needs. By placing collections of books in the schools, we can equalize opportunity for all children to have books for recreational reading.

As regards the book itself, there are some standards that every book must possess:

1. It must be interesting. If it is not interesting to the child, it will not function for him. It will simply take up valuable space on our shelves.
2. It must be worthwhile.
3. It must be well written.
4. It must be well illustrated. Pictures are one-half the book for very young children and these early picture books make a lasting impression on the child.
5. It must be well produced. We are obliged to give great care to the print. Many books do not have a good hinge and flexible sewing. When a reviewer warns about the binding or if we know the publisher's reputation for weak stitching, we order the book in a pre-binding which makes the cost of the book \$1.20 extra.
6. It must not be sensational. An exciting story yes, but never a sensational one.

In our department, we want the very best books we can find for our clientele for the money we have to spend.

3. Circulation Department

The Circulation Department maintains a circulating collection for adults. As a point of interest, we consider anyone 14 years of age or in the ninth grade as an adult. This necessitates selection of some materials which will interest our young adults. Often there is a question as to whether a given book should circulate or be assigned to the reference department. We also have the problem of duplication to consider. We usually buy one copy and then add copies if demand seems to warrant it. The crowded conditions of the public areas do not allow space for purchase of too many copies of one title.

4. Extension Department

When a book reviewing periodical comes to the Extension Department the preliminary rules of book selection have already been applied by the Circulation Department librarian for adult books indicated, and by the Boys and Girls Department librarian for juvenile books chosen, and are so marked.

The Extension librarian orders only duplicates of books held or ordered by the Main Library. There are two reasons for this: One is that most good current books of a more popular nature are being purchased by the Main Library, so that those not purchased by the Main would probably not be in especial need by the Extension Department. The second reason which brought about this policy of having only duplicates of Main Library holdings for Extension is that both the public catalogs at the Main Library Building thus show all books held by the library, and none to be found on Bookmobile only or in deposit collections only.

So, the first question to be put by the Extension librarian when a periodical or magazine reviewing new books comes to her desk is this: Has this book been selected by the Circulation Department or by the Boys and Girls Department for order? If not, we cannot consider it unless it is one we consider important enough to bring to the attention of one of these departments, and request that they reconsider for purchase, and this rarely happens.

If the new book is one being ordered by one of these departments, it is assumed that the preliminary work of evaluation has been done, and the second question is whether or not the book is one for which there is a present or potential need on the Bookmobile, or in the libraries and schools now using deposit collection books. A third point to be considered is the degree to which the subject is already covered in the Main Library and Extension Department's present collection in relation to this need or demand.

After having decided whether or not there is an actual or potential need or demand for the book in the Extension Department, the big decision to be made by Extension in the light of its budget is the minimum number of copies which will be required. Adult books expected to have an extremely limited clientele will not be purchased by Extension but will be borrowed from the Main Library upon request, unless it is a book of such high literary merit that it is considered important enough to be included in the Extension Collection for that reason alone. (i.e., perhaps a less popular classic not now in Extension collection but which if purchased would thus be made available for use both on the Bookmobile, and in the St. Albans and South Charleston Libraries).

Of most adult books, one copy has been considered all that Extension could afford, unless the book is extremely good and also extremely popular, in which case two copies will be purchased, and in rare instances, three copies. Many more copies of juvenile books must be purchased, for not only are juvenile books supplied for the Bookmobile, and South Charleston and St. Albans Libraries, but also for fifty-five county schools. The lower a book in reading level, the greater the number of copies required by the department, for there seem to be more children in the lower grades than there are in the upper grades, and also many older children in the upper grades with such retarded reading ability that they require easy books.

Since the Extension Department does have access to any adult book on the Main Library shelves in addition to its own collection, the Extension librarian's principal problem in book selection is to determine which books will be most needed, as well as in most demand, and at the same time try to keep a balance between adult, young adult, and juvenile

books, and numbers of copies of each along with a balance in the department's budget!

IV. BOOK SELECTION PRACTICE AT K.C.P.L.

A. Aids

In the year 1953 there were 12,050 new titles published by the American Book Trade Directory. Of course, the library purchased only a small fraction of that total. The library staff was assisted in making its selection of the books to be bought by several publications which I will call book selection aids.

If we consider that a book has age, beginning at its date of publication and continuing thereafter, we may say that each of these aids treats books at a different age, or at a different interval of time after publication. I will show you these aids in chronological order.

Publishers' announcements - The earliest notice, usually in advance of publication, that a book is going to exist. These are tastefully printed and are calculated to tempt the bookstore or library to order the volume in advance.

Publishers' Weekly - The journal of the American Book Trade Directory. The Weekly Record section of this periodical attempts to list all American book publications for the week of issue. In addition to bibliographical information there is a brief descriptive note for most entries. Arrangement is alphabetical by author.

Retail Bookseller - Another book trade periodical of about the same timeliness. Some descriptive information is given. Arrangement is chronological by date of publication.

New York Times Book Review and New York Herald Tribune Book Review - Probably the most familiar reviewing periodical to the non-librarian. Here

we begin to get the first appraisal of a book, but the reviews must be used with caution because of an absence of a library viewpoint.

Virginia Kirkus Bookshop Service - Somewhat similar to a Kiplinger Letter in that it is commercially prepared, sold by subscription for direct mailing, and has an "intimate" approach. Here library viewpoint is present and we have reviews which evaluate a book fairly well.

Library Journal and Wilson Library Bulletin - These are publications slanted toward libraries exclusively although they are commercially prepared. The New Books Appraised and the Reader's Choice of Best Books sections contain critical reviews that examine the book with library needs in mind and make recommendations concerning purchase.

The Booklist, though a little later, is the most selective and perhaps the most analytical of all. It is issued bi-weekly and contains, under a subject arrangement, critical annotations of books for consideration by medium sized public libraries. It often contains special lists of children's books, or young people's books, or of free and inexpensive materials which are very helpful.

Special aids are exemplified by the Technical Book Review Index, which consists of extracts of reviews published elsewhere about technical books, and the Monthly Catalog which lists all government publications.

As the book becomes a little older it is treated in the Book Review Digest. Entries in this work consist of a brief descriptive note followed by extracts from published reviews, a symbol indicating degree of favorability of review, and a reference to the source of the review.

At an even greater age a book of merit survives in publications like The Standard Catalog For Public Libraries or Children's Catalog. These are bibliographies of important books published cumulatively which are in

constant use in book selection.

B. Routing

Each of the weekly, bi-weekly, and monthly review periodicals and is routed through the library for systematic scanning and selection. All professionals participate in this process. The periodical is checked in, stamped with the library's mark of ownership, and clipped with a small card which lists the people to whom it is to go. The final stop in each case is at the desk of the Librarian for his approval.

C. Examples

(This portion of the presentation cannot be reproduced here. It was informal and consisted of a series of specific examples of selection of actual titles by each of the Department Heads. Each took a turn sitting at the head of the board room table. He "thought out loud" for the board as he reviewed the thought process gone through in the selection of an actual book for purchase, for rejection, for future purchase, or to be held for additional information).

D. Supervision

It is the policy here at the Kanawha County Public Library to give the professional assistants, especially in the Circulation Department, some practical experience in the art of book selection, so each assistant is assigned a particular reviewing periodical which they mark for purchase. The head of the department then goes over each periodical and underlines in red the books which are to be purchased for the Circulation Department. The periodicals are then sent to each department for checking and finally to the Librarian who gives his final okay.

E. Ordering

The periodicals are sent to the order librarian who types an order

for each book. These order forms are five in number and each shows author, title, publisher, date, number of copies, department ordering, dealer, and date. One copy goes to the dealer, the blue one is filed alphabetically by author in the order department, the pink one is filed by dealer and date; the gold one goes to the department ordering the book for a record of books on order, the yellow one is given to Cataloger to use in ordering printed cards.

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

DECEMBER 3, 1954

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on December 3, 1954, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Anderson
Mrs Brown
Dr Cook
Mr Hanson
Mr Shonk
Mrs Thomas
Mr Young

The minutes of the November 5, 1954 meeting were approved.

The Librarian acted as secretary of the meeting and reported that a quorum was present.

Librarian's Monthly Report for November 1954. The Librarian read his report on the activities of the library. It was approved and ordered filed.

Approval of Bills. Dr Cook moved, and Mr Hanson seconded, a motion that the bills (Lists Nos. 350 and 351) be approved and transmitted to the Board of Education for payment. The motion was carried.

UNFINISHED BUSINESS

Memberships in West Virginia Library Association. The Librarian mentioned his desire that all members of the Library Board become members of the West Virginia Library Association. He also stated that all but three members of the board had already joined.

NEW BUSINESS

Reclassification of Two Clerical Positions. The Librarian requested permission to reclassify two clerical positions. For background information he showed the Board of Education Administrative Clerical Salary Schedule, to which library clerical scales are related, and the present library scale. His example showed that the library now has one secretarial position (\$166-\$241), one senior stenographer (\$152-\$227) and 10½ clerk positions (\$139-\$214). The two positions which he suggested for reclassification from Clerk (\$139-\$214) to senior stenographer (\$152-\$227) were the Order Clerk position and the First Clerk in the Extension Department position. The reasons given were to compensate for the grater difficulty and responsibility involved in these positions, and to provide positions to which employees could be promoted after long or exceptional service. Dr Cook moved, Mrs Anderson seconding, that the two positions named be reclassified from Clerk (\$139-\$214) to senior stenographer (\$152-\$227) effective December 1, 1954. The motion carried.

Holiday Closing. The Librarian stated that it was customary to close the library at 1:00 p.m. on December 24 and December 31. He asked the approval of the board in doing so this year. It was moved and seconded that the Public Library be closed on December 24 and December 31 at 1:00 p.m. and that this rule for closing be followed until it is changed by the Library Board. The motion carried.

Gift Volumes. The Librarian related a suggestion made by the Chairman of the Library Committee of the West Virginia Chapter, American Institute of Architects. It proposed the acceptance by the library, on an indefinite loan basis, of the architectural books owned by the late Mr H. Russe Warne. The members of the board questioned the wisdom of accepting gifts with provisions

or conditions attached. The chairman recalled that some previous action had been taken on this subject, and he asked the Librarian to examine the library's records in order to determine the previously adopted board policy about gift volumes. Action was postponed pending such a review of library policy.

Telephone Booth Installation. The Librarian stated that he had been approached by a commercial representative of the Telephone Company with a proposal that the library permit the telephone company to install an outside public telephone booth on its property in return for a percentage of the collections. The telephone company would assume all installation and maintenance costs and would assume responsibility for the property. It was decided that a decision on this matter should be postponed until the next meeting of the board.

Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective December 1954, which he stated are in accord with the salary scales:

<u>Name</u>	<u>Effective Date</u>	<u>Salary Month-To-Month Basis</u>	<u>Position</u>
<u>Resignation</u>			
Paula Pfoist	Nov. 17		Sr. Stenographer, Office
<u>Salary Changes</u>		<u>Salary Change</u>	
		<u>From- To-</u>	
Mrs Margaret Hilliard	Dec. 1	\$313.55 \$322.55	Librarian Assistant, Circulation Department
<u>Hourly Employees</u>		<u>December Salary Only</u>	
Nancy Woodyard	Dec. 1	\$45.75	Page, Boys & Girls Dept.
Alice Rose Ringel	Dec. 1	76.50	Page, Boys & Girld Dept.
Marie Ellen Merriman	Dec. 1	42.75	Page, Circulation Dept.
Courtney Joslin	Dec. 1	9.00	Page, Circulation Dept.
Peter Hutchinson	Dec. 1	74.25	Page, Circulation Dept.
David Wiley	Dec. 1	60.75	Page, Circulation Dept.
Donald Greenlee	Dec. 1	78.00	Page, Extension Dept.
James Mathews	Dec. 1	51.75	Page, Circulation Department
Joseph Comer	Dec. 1	63.00	Page, Extension Department

<u>Name</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Position</u>
<u>Leave of Absence Without Pay</u>			
Mary Ringel	Dec. 1	No check due her for Dec. 1954. \$13.95 due for Nov.	Part-time Clerk Assistant, Circulation Department
		<u>Salary Change</u>	
<u>Promotions</u>		<u>From-</u> <u>To-</u>	
Betty Ann Dawson	Dec. 1	\$194.55 \$207.55	From Clerk Assistant, Cat. Dept. to Sr. Stenographer, Cat. Dept.
Betty Jane Harper	Dec. 1	\$164.55 \$167.55	From First Clerk Assistant, Extension Department to Sr. Stenographer, Ext. Dept.

On motion duly made, seconded, and carried all the foregoing changes were ratified, approved, and confirmed.

Miss Joanne Greenspun gave a resume of the first year's activities with the circulating record collection. She spoke of the planning that preceded the imagination of this new service, the growth of the collection, and its use by the people of Kanawha County.

There being no further business, the meeting on motion adjourned.

Mark Brum
Secretary

John Ray
President

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

JANUARY 7, 1955

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on January 7, 1955, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Brown
Mr Flinn
Judge Hudson
Colonel Phillips
Dr Pianfetti
Mrs Thomas

The minutes of the December 3, 1954 meeting were approved.

The Librarian acted as secretary of the meeting and reported that a quorum was present.

Librarian's Monthly Report for December 1954. The Librarian read his report of the activities of the library. It was approved and ordered filed.

Approval of Bills. Judge Hudson moved, and Colonel Phillips seconded, that the bills (Lists Nos. 350 and 351) be approved and transmitted to the Board of Education for payment. The motion was carried.

UNFINISHED BUSINESS

Memberships in West Virginia Library Association. The Librarian reported that all members of the Kanawha County Public Library Board are members of the West Virginia Library Association for 1954/1955.

Telephone Booth Installation. It was moved by Colonel Phillips, seconded by Judge Hudson and unanimously



RESOLVED, That the librarian be empowered to arrange with the officials of the Chesapeake and Potomac Telephone Company's Pay Station Development Program a contract for the erection of a public telephone booth on the library lawn close to the Hale Street side of the building, provided that the President of the Library Board examine the contract before it is signed.

NEW BUSINESS

Letter from Moundsville Public Library. The Librarian read a letter from the Secretary of the Moundsville Public Library Board expressing thanks for some discarded juvenile books which had been received from Kanawha County Public Library.

"Books as Memorials" Pamphlet. The Librarian displayed a copy of a "Books as Memorials" pamphlet which was designed for use in the Enoch Pratt Free Library at Baltimore, Maryland. He suggested that a similar folder would be useful in this library. The Board expressed approval of the suggestion and asked the Librarian to prepare a draft of such a folder for Board approval.

Library Parking Lot. The Librarian proposed that the present lease on the parking lot to Mr R. W. Robinson be cancelled and that a new lease be written which would provide:

1. Space for a library book drive-in, pick-up service.
2. Ample space for parking and maneuvering of the bookmobile.
3. Assigned parking areas for automobile belonging to staff members.
4. Services of parking lot attendant in transporting books from basement window of library to motorists using the drive-in, pick-up service.
5. Cleared aisles in parking lot areas where necessary for access to library parking space.

The librarian suggested that the new lease be granted to George Patterson, the present attendant in the lot.

The proposal was referred to the Library Service Committee, Colonel Phillips, chairman, with a request that the committee investigate the situation and make a recommendation to the board.

Expenditures. The Librarian made a few comments on the General Fund Statement for December 1954 which reflects the expenditures for the first six months of fiscal year 1954/1955. He reported that book funds are being spent at a rate greater than average and will have to be conserved for the balance of the year. During the second six months of the year a record is to be kept, not only of what has been spent, but of what has been ordered and of funds committed. This makes it possible to keep expenditures within income and to have under and over expenditures in particular accounts balance each other.

Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective January 1955, which he stated are in accord with the salary scales:

<u>Name</u>	<u>Effective Date</u>	<u>Salary Month-To-Month Basis</u>	<u>Position</u>
<u>Resignation</u>			
Donald Greenlee	Dec. 31	No check due him	Page, Extension Dept.
<u>Employment</u>			
William Biddle TenEcyke	Jan. 1	\$58.50 (Jan. only)	Page, Extension Dept.
<u>Salary Changes</u>			
		<u>Salary Change</u> <u>From- To-</u>	
Robert Fitz Simmons	Jan. 1	\$270.55 \$279.55	Librarian Assistant, Circulation Dept.
Mary Greene	Jan. 1	144.55 149.55	Clerk Assistant, Catalog Dept.
Ida Mae Boedecker	Jan. 1	157.55 167.95 (Jan. only)	Sr. Stenographer, Office
Linda Jo Dugan	Jan. 1	86.88 (for Jan. pay \$90.40)	Part-time Clerk Assistant, Boys and Girls Dept.
<u>Temporary Employment</u>			
Robert Address	Dec. 8	\$7.33	Substitute Bookmobile Driver
	Jan. 1-15	45.60	Substitute Bookmobile Driver
Larry Matheney	Jan. 1	42.75	Page
Jo Anne Woodyard	Nov. 28, 29	7.50	Page
Thomas DeLauder	Jan. 11, 25	18.40	Temporary truck driver

<u>Name</u>	<u>Effective Date</u>	<u>Salary Month - To-Month Basis</u>	<u>Position</u>
<u>Return From Leave</u>			
Mary Ringel	Jan. 1	\$88.25	Part-Time, Clerk Assistant, Circ. Dept.
<u>Hourly Employees</u>		<u>January Salary only</u>	
Nancy Woodyard	Jan. 1	\$40.50	Page, Boys and Girls Dept.
Alice Ringel	Jan. 1	68.00	Page, Boys and Girls Dept.
Joseph Comer	Jan. 1	74.25	Page, Extension Dept.
Peter Hutchinson	Jan. 1	72.75	Page, Circulation Dept.
James Mathews	Jan. 1	56.25	Page, Extension Dept.
Marie Ellen Merriman	Jan. 1	58.50	Page, Circulation Dept.
David Wiley	Jan. 1	33.75	Page, Circulation Dept.
<u>Leave of Absence Without Pay</u>			
Courtney Joslin	Jan. 1	No check due him	

On motion duly made, seconded, and carried all the foregoing changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.



President



Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

MARCH 4, 1955

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on March 4, 1955, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Dr Cook
Mr Flinn
Mr Hanson
Judge Hudson
Dr Pianfetti
Dr Riggleman
Mr Shonk
Mrs Thomas
Mr Williamson
Mr Young

The minutes of the January 7, 1955 meeting were approved.

The Librarian acted as secretary of the meeting and reported that a quorum was present.

Librarian's Monthly Reports. The Librarian's report for February was read. The Librarian's reports for January and February were approved and ordered filed.

Approval of Bills. Judge Hudson moved, with Mr Flinn seconding, that the bills (Lists Nos. 352 and 353 for January and Lists Nos. 354 and 355 for February) be approved and transmitted to the Board of Education for payment. The motion was carried.

Unfinished Business

Telephone Booth Installation. The Librarian reported that since the January Library Board meeting the Board President had examined the standard contract used by the telephone company in arranging for the installation of outdoor phone booths. He had removed from the contract all expressed or implied obligations on the part of the library. The altered contract had been signed by the Librarian and mailed to the telephone company with the expectation that the booth would be installed.

Books as Memorials Pamphlet. The Librarian read a draft of the text for a folder which is to be similar to one published by the Enoch Pratt Free Library in Baltimore, Maryland. It was moved by Mr Hanson, seconded by Dr Pianfetti, that (1) the folder be published if it can be done at a cost approved by the Finance Committee, and that (2) the titles to be added to the library pursuant to the plan in all cases approved by the Librarian. The motion carried.

Library Parking Lot. The Librarian showed a chalk board diagram of the parking lot. He described his proposal for establishing a drive-in book pick-up service and for assigning reserved parking spaces for library vehicles and staff automobiles.

It was moved by Dr Riggleman, seconded by Dr Pianfetti that a drive-in book pick-up service to be established on a trial basis. The motion carried.

It was moved by Judge Hudson and seconded, that the lease on a portion of the lot (2,730 sq. ft.) measuring approximately 65' along the Hale Street boundary and approximately 42' deep be cancelled, and that the said area be fenced off and used exclusively for library purposes; that the balance of the lot (4,895 sq. ft.) be leased to R. W. Robinson, the present lessee, on a month to month basis at a rental of \$125 per month; and that a credit of \$25.00

per month be allowed to the lessee on the said rental in consideration of the satisfactory performance of certain services to the library in connection with the book pick-up service. The motion carried.

New Business

Kanawha Welfare Council Delegates. It was moved by Mr Flinn and seconded that Mrs Anderson and the Librarian be named as the library's delegates to the Kanawha Welfare Council of the year 1955. The motion carried.

Insurance Claim for Water Damage. The Librarian reported that a claim had been prepared for presentation to the Hartford Accident and Indemnity Company for damages to books and card files, and for labor resulting from a broken water pipe in a third floor lavatory on February 14, 1955, and stated that the claim papers had been prepared in accordance with instructions from the insurance agent, J. R. Surbaugh, and the adjustor, William Meredith. The Library Board instructed the Librarian to forward the papers to the Board of Education, in order that a proper proof of loss might be filed. The Librarian was also instructed to request of the Board of Education that the library budget be increased by an amount equal to the proceeds of the insurance.

The Librarian read his report on the AIA Midwinter meeting held in Chicago on February 1-5.

Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective February and March 1955, which he stated are in accord with the salary scales:

<u>Name</u>	<u>Effective Date</u>	<u>Salary Month-To-Month Basis</u>	<u>Position</u>
<u>Temporary Employment</u>			
Carroll Hicks	Feb. 1-5	\$39.70	Sub. Bookmobile Driver
Thomas DeLauder	Feb. 15	5.75	Temporary truck driver
Nancy Ringel	Feb. 1	27.00	Temporary Page
James King	Jan. 31	7.34	Sub. Bookmobile Driver

<u>Salary Changes</u>		<u>Salary Changes</u>		
		<u>From-</u>	<u>To-</u>	
Ninnetta Mae Thomas	Feb. 1	\$139.55	\$144.55	Clerk Assistant, Ext.Dept.
Ida Mae Boedecker	Feb. 1	157.55	172.55	Sr. Stenographer, Office
Mary Ringel	Feb. 1	88.25	116.00	Part-time Clerk Assistant

<u>Return From Leave</u>			
Courtney Joslin	Feb. 1	54.00 (Feb. only)	Page

<u>Hourly Employees</u>		<u>February Salary Only</u>	
Peter Hutchinson	Feb. 1	\$42.75	Page, Circulation Dept.
Marie Ellen Merriman	Feb. 1	20.25	Page, Circulation Dept.
Alice Rose Ringel	Feb. 1	55.55	Page, Boys and Girls Dept.
David Wiley	Feb. 1	27.00	Page, Circulation Dept.
Joseph Comer	Feb. 1	59.25	Page, Extension Department
Larry Matheney	Feb. 1	54.75	Page, Extension Department
William B. TenEcyke	Feb. 1	54.00	Page, Extension Department
Nancy Woodyard	Feb. 1	39.00	Page, Boys and Girls Dept.

March 1955 Salaries

<u>Name</u>	<u>Effective Date</u>	<u>Salary Month-To-Month Basis</u>	<u>Position</u>
<u>Resignation</u>			
Betty Jane Harper	March 7	\$37.20	First Clerk Assistant, Extension Department
<u>Employment</u>			
Joyce Burgy Carlson	March 1	139.55	Clerk Assistant, Extension Department
<u>Temporary Employment</u>			
Thomas DeLauder	March 1	6.90	Temporary truck driver

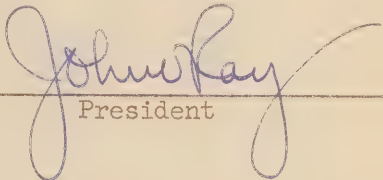
<u>Promotion</u>		<u>Salary Change</u>		
		<u>From-</u>	<u>To-</u>	
Ninnetta Mae Thomas	March 1	\$144.55	\$157.55	First Clerk Assistant, Extension Department

<u>Name</u>	<u>Effective Date</u>	<u>Salary Change</u> <u>From-</u> <u>To-</u>	<u>Position</u>
<u>Salary Changes</u>			
Dorothy Twohig	March 1	\$174.55 \$181.00 (for March only)	Clerk Assistant, Boys and Girls Dept.
Julia Fuller	March 1	53.87 43.87 (for March only)	Clerk Assistant, Boys and Girls Department
Mary Ringel	March 1	88.25 86.38	Part-time Clerk Assistant, Circulation Department

		<u>March Salary Only</u>	
<u>Hourly Employees</u>			
Joseph Comer	March 1	\$63.75	Page, Extension Department
William B. TenEcyke	March 1	63.75	Page, Extension Department
Larry Matheney	March 1	62.25	Page, Extension Department
Peter Hutchinson	March 1	69.75	Page, Circulation Dept.
Courtney Joslin	March 1	59.25	Page, Circulation Dept.
Marie Ellen Merriam	March 1	60.75	Page, Circulation Dept.
Nancy Ringel	March 1	13.50	Page, Boys and Girls Dept.
David Wiley	March 1	60.75	Page, Circulation Dept.
Nancy Woodyard	March 1	38.25	Page, Boys and Girls Dept.
Alice Ringel	March 1	63.37	Page, Boys and Girls Dept.

On motion duly made, seconded, and carried all the foregoing changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.



President



Secretary

The regular meeting of the Library Board of the Kanawha County Public Library was scheduled for 4:00 p.m. on February 11, 1955, but was not called to order because a quorum was not present.

Mark E. Egan
Secretary

John Ray
President

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY

HELD ON
APRIL 8, 1955

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on April 8, 1955, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Dr Cook
Mr Flinn
Colonel Phillip
Dr Pianfetti
Dr Riggleman
Dr Sibley
Mrs Thomas
Mr Williamson
Mr Young

The minutes of the March 4, 1955 meeting were approved.

The Librarian acted as secretary of the meeting and reported that a quorum was present.

Librarian's Monthly Report. The Librarian's report for March was read. It was approved and ordered filed.

Approval of Bills. Dr Cook moved, with Mr Young seconding, that the bills (Lists Nos. 356 and 357) for March be approved and transmitted to the Board of Education for payment. The motion was carried.

Unfinished Business

Telephone Booth Installation. The Librarian reported that an outdoor telephone booth had been erected on the library lawn on the Hale Street side of the building. The telephone instrument has been installed and placed in working order.

Library Parking Lot. The Librarian displayed two signs which had just been painted, one notifying the public that a part of the lot was now being reserved for library use, and another explaining the drive-in book pick-up service. He explained that the lot would be sectioned off within five days and that the drive-in service could be started as soon after that as publicity could be arranged for.

Insurance Claim. The Librarian announced that the insurance claim for water damage which occurred on February 14, had been paid in the amount of \$1,543.39. The Board of Education has authorized an increase in the library's 1954/1955 budget by a like amount. The money has been allocated as follows: \$1,100, boys and girls books; \$28.30, reference books; \$180, circulation books; and \$235.09 repairs account.

New Business

Secretarial Institute. The Librarian requested board approval of a partial payment of expenses in the amount of \$37 for the Secretary to attend a two-day secretarial training conference at Huntington, West Virginia. He stated that he believed the Secretary could profit greatly from the material which is to be presented at the conference. The Board, without establishing any precedent for the future, approved the expenditure.

Inspection of Flohr Bindery. The Librarian stated that he had recently visited the General Bookbinding Company plant in Cleveland, Ohio, at the invitation of that company's local representative and for the purpose of investigating a suggestion made by that company that it was able to furnish its customers a superior bindery service. He further stated that he had found General's materials and methods to exceed the minimum specifications for class A binding established by the Library Binding Institute. He has also

detected evidence that the materials and workmanship of the Flohr bindery, while not below specifications, were somewhat less good than those employed by the General bindery. He suggested that a comparison inspection of the Flohr bindery might be in order. The Board agreed that an inspection of the Flohr bindery should be made and that a report comparing the two should be made. The Board authorized the payment of expenses for the Librarian to inspect the Flohr bindery at Cincinnati, Ohio.

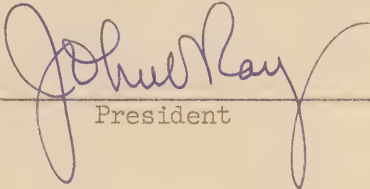
Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective April 1955, which he stated are in accord with the salary scales:

<u>Name</u> <u>Employment</u>	<u>Effective</u> <u>Date</u>	<u>Salary Month-</u> <u>To-Month Basis</u>	<u>Position</u>
Ernest Richmond	Mar. 29- April 13	\$97.16 (April only)	Janitor
Graves C. Cavender	April 18	\$180.55 (\$83.23 for April only)	Janitor
Eugenia Lee Albu	April 1	\$139.55 (\$64.44 April only)	Clerk Assistant, Circulation Dept.
<u>Temporary Employment</u>			
Donald Greenlee	April 1	\$24.00	Temporary Page
<u>Resignation</u>			
Betty Jo Spurlock	April 19	\$88.96	Clerk Assistant, Catalog Dept.
Peter Pontius	April 7	\$41.36	Janitor
<u>Salary Changes</u>		<u>Salary Changes</u> <u>From- To-</u>	
Mary Ringel	April 1	\$88.25 \$88.58	Part-Time Clerk
Ida Mae Boedecker	April 1	157.55 165.05	Sr. Stenographer
Julia Fuller	April 1	53.87 43.87	Part-time Clerk
Dorothy Twohig	April 1	174.55 181.26	Clerk Assistant
<u>Hourly Employees</u>		<u>April Salary</u> <u>Only</u>	
Joseph Comer	April 1	\$56.25	Page, Extension Dept.
William B. TenEcyke	April 1	59.25	Page, Extension Dept.
Peter Hutchison	April 1	49.25	Page, Circulation Dept.
Courtney Joslin	April 1	55.50	Page, Circulation Dept.
Marie Ellen Merriman	April 1	49.50	Page, Circulation Dept.

<u>Name</u>	<u>Effective Date</u>	<u>April Salary Only</u>	<u>Position</u>
<u>Hourly Employees</u>			
Nancy Ringel	April 1	\$77.25	Page, Boys and Girls Dept.
Nancy Woodyard	April 1	38.25	Page, Boys and Girls Dept.
Alice Ringel	April 1	63.37	Page, Boys and Girls Dept.

On motion duly made, seconded, and carried all the foregoing changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.



President



Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY

HELD ON
MAY 6, 1955

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on May 6, 1955, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Anderson
Mrs Brown
Mr Dickinson
Mr Hanson
Mr Kleeman
Colonel Phillips
Dr Riggleman
Mr Williamson

The minutes of the April 8, 1955, meeting were approved.

The Librarian acted as Secretary of the meeting and reported that a quorum was present.

Librarian's Monthly Report. This report was not read. The president instructed that it reproduced and mailed to board members along with copies of the minutes.

Approval of Bills. Mr Hanson moved, Colonel Phillips seconding, that the bills (Lists Nos. 358 and 359) for April be approved and transmitted to the Board of Education for payment. The motion was carried.

Unfinished Business

There was no unfinished business to be brought before the board.

New Business

Special Report of the Librarian. The Librarian read a special report covering his suggestions for the 1955/1956 budget request and his appraisal of the current needs of the library.

Mr Williamson moved, Mr Kleeman seconding, that the report be made a matter of record, that it be mailed to Library Board members, and that it be referred to the Budget Committee. The motion carried.

Colonel Phillips moved, Mr Hanson seconding, that such parts of the report as the Librarian may designate be released to the public, and that it be disseminated as Mr Williamson and the Librarian may determine. The motion carried.

The Library Board advised the Librarian to prepare specific recommendations for meeting the needs enumerated in his special report, which could be acted upon by the board.

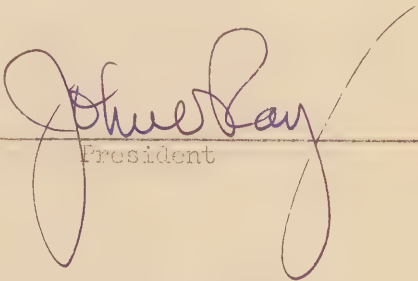
Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective May 1955, which he stated are in accord with the salary scales:

<u>Name</u>	<u>Effective Date</u>	<u>Salary Month- To-Month Basis</u>	<u>Position</u>
<u>Temporary Employment</u>			
Patricia Plovanch	May 1	\$40.50 (May only)	Page, Boys and Girls Dept.
Donald Greenlee	May 1	40.50 (May only)	Page, Circulation Dept.
Criss Snodgrass	May 1	58.50 (May only)	Page, Circulation Dept.
<u>Hourly Employees</u>			
Joseph Comer	May 1	59.25	Page, Extension Dept.
William TenEcyke	May 1	56.25	Page, Extension Dept.
Alice Ringel	May 1	57.00	Page, Boys and Girls Dept.
Peter Hutchison	May 1	32.25	Page, Circulation Dept.
Nancy Ringel	May 1	58.50	Page, Circulation Dept.
Larry Matheney	May 1	58.50	Page, Circulation Dept.

<u>Name</u>	<u>Effective Date</u>	<u>Salary Month- To-Month Basis</u>	<u>Position</u>
<u>Resignations</u>			
Courtney Joslin	April 30	No check due him	
<u>Leave of Absence</u>			
David Wiley	May 1-31	No check due him	Page, Circulation Dept.
Nancy Woodyard	May 1-31	No check due her	Page, Boys and Girls Dept.
Marie Ellen Merriman	May 1-31	No check due her	Page, Circulation Dept.
<u>Salary Changes</u>			
		<u>Salary Changes</u>	
		<u>From- To-</u>	
Mary Ringel	May 1	\$88.58 \$84.50	Clerk Assistant, Circulation Dept.

On motion duly made, seconded, and carried all the foregoing changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.



President



Secretary

SPECIAL REPORT

KANAWHA COUNTY PUBLIC LIBRARY BOARD

MAY 6, 1955

PART I

INTRODUCTION

The Kanawha County Public Library needs help from its board. In this report I will picture for you the recent history and present condition of the library as I see them. I will attempt to convince you that the library has moved ahead just about as far as it can on its present budget. If the library is to continue its growth toward a goal of reasonably adequate service for the county, it must have more money. I will go even further. Unless there is some increase in staff for the coming fiscal year, we will see some decrease in the Extension Department and in the Boys and Girls Department services because I cannot allow Miss Alderson, the Extension Department clerks, and Miss Brown to go on working overtime in order to meet the work load.

I mention staff need in such strong terms because it is one which ought to be remembered for action. However, there are other needs which deserve your attention and which contribute to my impression that somethings got to give. This library is overdue for expansion, overdue for extension, overdue for interior decoration, in fact overdue for a host of things that only money can buy.

These needs have been accumulating for several years. They are cresting in a period when the Board of Education, our natural and traditional financing agency, is experiencing financial pressures of unusual magnitude. The Librarian knows this, yet it is not his concern at the moment. For the moment, he is asking you to put aside any consideration of how to obtain additional library revenue and to hear a description of the needs which exist for strengthening library service - immediate and long range, specific and general.

The Librarian's function is to bring these needs to your attention. It is the Library Board's responsibility to decide whether the library ought to have additional funds, and to obtain the amounts which it considers justifiable. In return, the Librarian and his staff undertake to operate the library as optimistically and as skillfully as possible on whatever funds are available, without any resentment or dragging of feet. I want to assure the board that this constructive attitude will continue to prevail, and that it can be counted upon.

PART II

LIBRARY NEEDS WHICH ARE GENERATING PRESSURE FOR A LARGER BUDGET

STAFF

All professional salaries in the library are \$50 a month less than Board of Education salaries requiring the same amount of education. Specifically, teachers with a fifth year degree begin at \$300, whereas librarians with a fifth year degree begin at \$250. Teachers are paid this salary every four weeks, or at the rate of 13 pay periods per year. Librarians are paid their salary once every calendar month, or at the rate of 12 pay periods per year. I do not argue that librarians and teachers ought to be paid on exactly the same scale. I merely point out that we are paying librarians substantially less than the teacher rate about which there is so much concern currently. American Library Association standards, which are based on a basic salary of \$2,100 a year for the 1935-1939 average cost of living figure, placed the beginning professional salary at \$275 back in 1952. In June of last year, library schools were using \$300 - plus as the initial salary figure for library school graduates. Classified advertisements for employment in library periodicals also reveal that our salaries are far below the going figures.

After "salaries" in the list of needs which are generating pressure for a larger budget, comes the necessity for additional staff. Mr North was asking for an additional clerk in the Extension Department when I came here three years ago. One additional professional position is required in the Boys and Girls Department. We have not had an increase in the number of clerical positions in this library since 1948/1949 (7 years). Since that time, the number of persons using the library has increased 16%, and the number of books loaned has increased 59%! We have not had an increase in the number of professional positions since 1944/1945 (11 years). In that period the number of persons using the library has increased 48%, and the number of books loaned has increased 152%! We have continued to load the same number of people with increasingly more work until they are at very near maximum output in Reference and Circulation, and well beyond reasonable work loads in Extension and Boys and Girls. The Catalog Department is the only department which has time, after its daily routine work is accomplished, to undertake special projects such as inventorying, recataloging, and checking our holdings against standard bibliographies. Extension and Boys and Girls must be relieved now - either by the addition of help or reduction of the work load.

This relief about which I speak will only solve the immediate problem of work overloads. It provides for none of the growth which we ought to make possible. We ought to have a librarian to care for the distinct book interests and requirements of young people. We should have a reader's advisory service which is of proven value, and has gained wide acceptance in public libraries. We need a person to assume responsibility for our publicity and other forms of public relations. Cincinnati has two or three people on publicity alone, with a personnel officer to handle intra mural human relations matters. Mr Simmons ought to be shifted for full-time attention to technical processing of books, binding, and supervision of the page staff, and a replacement for him furnished to the Circulation Department.

We badly need additional page time in all departments. At present, all time is absorbed in shelving and a little mending. There is too little time for mending and virtually no time for putting books in order on the shelves. All staff members are tied down to desks or mandatory tasks for practically 100% of their time. We need a little slack for training, orientation of new staff members, preparation of routine books and manuals, preparation of outside talks, professional reading, and staff-conducted refresher courses on library subjects.

I must continue to ask you for the two positions which are so badly needed now. The other positions, tasks, and time increases which I have enumerated can be postponed, but they are needed, too. Lack of them is dwarfing our growth and preventing us from offering the calibre of service to which people are entitled, and which is standard in most public libraries of any size.

BOOKS AND BINDING

The needs which are to be listed under this heading are, like all but two of the requirements for additional staff time, somewhat less than urgent. Each department head constantly expresses the need for more money for new books. Especially with our rising book circulation do we need more titles for children, more copies for adult circulating books, for bookmobile use and for depositing in classrooms, as well as more titles in the reference field. The St. Albans and South Charleston public libraries have demonstrated their usefulness and should soon be provided with a book budget by the county library system. Increasingly more rebinding will be required as the effect of these years of increasing circulation, purchase of single copies, and minimization of prebinding begins to show up in the book collection. Use of the record collection has justified a modest increase for that activity. And, of course, we have yet to make a beginning in informational films.

REPAIRS

Under the general heading of repairs the foremost item is the installation of an elevator. An elevator is not needed to carry the staff between floors - it is needed to transport library patrons and books. Our stairs are an obstacle for the public. In order to open up the second and third floors of this building for full use we must provide vertical transportation. Estimates on file in the office indicate that an elevator installation would cost at least \$23,000. I feel that we could install a hydraulic lift, with a plunger instead of cables, for much less than an elevator would cost. Nevertheless this is a major expenditure. Until it is made, we will continue to find ourselves crowded for space on three floors of a building while the top floor stands empty. Our crowding now is very great. We can obtain some relief by moving the children's museum, but this would only lessen the problem, not solve it.

The elevator installation will emphasize the necessity to reclaim some of the rooms on the top floor from their present neglected conditions. Major water leaks in the past times have made necessary replastering, replacement of some ceiling sections, and repairs to flooring. Window frames and windows will also require attention. And heating on the top floor is inadequate with our present system.

After repairing, these top floor rooms, like the remainder of the library, will require repainting and relighting. Several of you have commented upon the general unsightliness of the interior of this building, so that I know you are aware of this problem.

One need of which you may not be fully aware is that of suitable workroom space for the Circulation Department. With our present arrangement all of the following activities are taking place in an area 15'x20' which at the same time serves as a public passageway between the stairs and the reading rooms. Desk and work space for $3\frac{1}{2}$ clerks and 4 pages. All charging and discharging of circulating

department books. All registration of borrowers, sorting of returned books, checking in of magazines, preparing overdue notices, and typing of correspondence. The area also contains four clothing lockers and a small supplies cupboard.

I have a personal plan, for sometime in the distant future, which involves the rearrangement of furniture and reutilization of the space in our foyer. It could be made much more attractive with a less formidable desk, through the use of color, with pleasant display surfaces, and through the presence of an information-receptionist type of employee who could assist people to the right person or group of materials in an helpful and gracious way.

FURNITURE AND EQUIPMENT

Under this heading I would first list air conditioning. You know that the dark surface of this building absorbs heat, that the heavy stone holds it like an outdoor oven would do, and that the large glass areas intensify the heating effect of the sunlight which passes through them. You may suspect that the cumulative effect of those three factors is noticeable during the summer months. But I doubt that you realize the debilitating effect which prolonged exposure to such extreme heat has on the staff. And we can only guess at the discouraging effect which it has on the public. I believe that the air conditioning of at least the public areas in this building should be planned for. One phase of this planning might well be the installation of louvered screening in the windows which catch sunlight.

The staff has felt for some time now that we ought to have a "window on the street" - some kind of a display case out front which could be used to advertise the library's wares and services.

Last on the list of furniture and equipment is the item of cabinets. This is not an urgent item because we are able to buy some furniture each year from our Furniture and Equipment account. I mention it as a reminder that growth does call for the continuous addition of record cabinets, clipping file cabinets, pamphlet

file cabinets, puppet storage cabinets, catalogs, and microfilm storage cabinets, as well as the usually more obviously needed book shelves.

EXTENSION

Foremost under this heading is the need for more outlets in the form of branches and stations. A municipal library feels that it is covering its population well when it can draw circles with a one mile radius around each of its outlets and have most of its area included in one of the circles. Our one-bookmobile-visit-every two-weeks pattern of service is not adequate. South Charleston and St. Albans should have professional librarians on duty who are paid by the county system. Dunbar ought to have a library open several afternoons and evenings each week, with a trained librarian on duty. And so should the other municipalities in our county. This matter of additional branch and station outlets is by far the most expensive which I have mentioned, but it is an inevitable part of our future. We ought to recognize it as such and make provision for it.

Another form of extension to which I believe we must eventually come is some kind of a jointly organized Schools Department, housed either in the library or some other Board of Education building, to coordinate selection and purchase of books for and services to children by school and public libraries. Mr Flinn pointed out a long time ago that there is an area of duplication here which ought to be studied.

This concludes the second major section of this report on library needs which are generating pressure for a larger budget, and leads me to

PART III

LIBRARY NEEDS WHICH CAN BE MET

WITHOUT A LARGER BUDGET

At staff meetings and during the time spent in administrative planning, ideas and suggestions come to mind for improving the library's operation and services

which require little or no money, only staff time. The record collection and listening room, the picture room, staff participation in administrative decisions, drive-up loan and return services, talks to service clubs, winter book clubs, less formal annual reports, more convenient arrangement of young adult books, the establishment of the architectural and technical books funds, and the preparation of job specifications and a position classification for library positions are examples of this kind of improvement.

There are a few ways-to-improve still unrealized and it is because of them that I said, at the beginning of this report, that the library had gone just about, not as far as it could on its present budget.

We could alter some of our procedures and achieve improvement, for example by accelerating our book selection and ordering methods.

We could introduce performance ratings and formalize our personnel regulations. We could prepare routine manuals for each department and prepare a staff or administrative manual for general use.

We could spend the Bradford money, which now amounts to \$3,186, a little more freely and a little more rapidly in order to provide some of the books which we need.

We might increase the number of signs around the library.

We probably could initiate a photo copying service and a book mail-out service by charging enough for them to offset our costs.

With our present budget for furniture and equipment (\$1,017, 1954/1955) we can, as I said, add gradually to our furniture.

And finally we can probably go on, in a limited way, to put a little more space into use.

It should be pointed out, that although any one, or perhaps two, of these items just listed could be accomplished with our present budget and staff, it will,

at the present rate, take quite a number of years to realize even half of them.

It should be remembered, too, that although this limited progress prevents a trained, dedicated, and professionally ambitious staff of librarians from becoming disheartened for a while, it is not enough upon which to build one's entire career. Take Miss Brown as an example. She is as capable a boys' and girls' librarian as I have ever seen. She came here in 1944 and has been working aggressively ever since. She is thoroughly capable of administering the kind of program which I have been describing to you. She wants that program. She works hard to bring it about. A talent and a spirit of service like hers has to be used. She and the other librarians who have so much of the capacity needed to build this library up can't go on hope forever. They need a program with progress built into it. I'm not trying to say that anyone is seriously dissatisfied. Nor am I trying to imply that morale will hit the skids next fall. I am simply trying to say that without some expansion in our present program and services I have about run out of projects for our librarians to grow on.

PART IV

BUDGET

My suggestions for this year's budget will be very modest. I have included in this year's request only two of the many needs which I have been describing to you.

Our appropriation for the current fiscal year is \$145,501. This amount is carried in 19 different accounts in the budget. For the coming year some of these accounts will require an increase.

Salaries of library staff will increase \$1,854 because of automatic annual salary increments, and the net difference between salaries paid to current employees and salaries to former employees.

The amount set aside for the printing of the annual report and the bookmobile schedules will increase \$57, from \$345 to \$402, because of increased printing and paper costs.

The office supplies account will be increased by \$300, which is the amount spent this year for winter reading club emblems.

Vehicle supplies exceeded last year's estimates by \$207, and we are therefore increasing the account by that amount.

Service contracts for typewriter maintenance, window cleaning, trash hauling, exterminator fee, fire extinguishers, and mimeograph machine maintenance will increase \$70 this year.

Utilities have cost more, and we are increasing that account by \$85.

All other expenditures are expected to remain at approximately last year's level.

The total increase represented by these accounts is \$2,573. This is the increase necessary to carry on at last year's level. Added to last year's appropriated \$145,501, it brings the total to \$148,074.

The clerical position which should be added in the Extension Department can be figured at \$1,668 - the salary for a person with no previous experience.

The professional position for the Boys and Girls Department is a little more of a problem. Our salary scale calls for \$3,000 for a person with no previous experience. However, boys' and girls' librarians are second only to catalogers in scarcity. The current issue of Library Placement Exchange lists 35 ads under positions wanted. Not one of them is for a boys' and girls' position. The vacancies which are listed start at \$3,300, \$3,400, and \$3,745. My guess would be that we should try to attract a person with some experience in order to be able to pay a slightly higher salary. For example, five years experience at a salary

of \$3,600. With library school graduates beginning at \$3,600 or better I don't believe that we would stand a chance in a short supply market with any lower figure.

The two positions then would add \$5,269 and bring the total to \$153,342.

PART V

SUMMARY

In this special report I have attempted to convey to you my impression about the present condition and needs of our library. I have described what is possible by way of improvement without substantial budget increases. I have listed two kinds of needs - those which require relief this year, and those which can wait.

The picture which I have drawn may be looked upon in two ways.

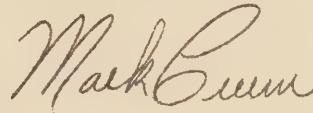
Looking at the picture negatively, we see personnel, book resources, and physical plant built up over almost 50 years from nothing to the present level. We congratulate ourselves upon how much more we have now than we had before, without looking to see how well we compare with the standards, or to assay how much more we must attain before we have reason to be satisfied. We take a position that the books are here and that anyone who wants one can get it, without stopping to visualize the obstacles of distance, of print, and of inertia which must be overcome. We speak of West Virginia's heritage of educational and literate backwardness as a justification for inadequate library service, never giving thought to the idea that that very primitiveness makes an attempt to provide adults with the means for their continued intellectual growth all the more important.

Looking at it positively and optimistically we see a library that is poised for dynamic growth. It has a cadre of people on the staff who are capable and who can be enlisted for the cause of making this library great. It has a good nucleus of books - the book tools are here for expanding the collection and

training the staff to carry them to every settlement in the county. It has a good location and a building which is not overcrowded. It has a population which needs the knowledge that can be had from books. The library can enrich the lives of children now in school almost beyond belief. And it can help adults to grow beyond the intellectual level of their last year in school. The public library with its books and other informational materials carried greater potential for the improvement of people and social conditions in this county than any other agency.

The library does need the help of its board. The seed is fertile. Are we going to put some fertilizer on it, water it, move it into the sunlight, and watch it grow.

Respectfully submitted,

A handwritten signature in cursive script, reading "Mark Brown". The signature is written in dark ink and is positioned above the printed name "Librarian".

Librarian

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

JUNE 3, 1955

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on June 3, 1955, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Judge Hudson, Vice-President
Mrs Brown
Mr Hanson
Colonel Phillips
Dr Pianfetti
Dr Sibley
Mrs Thomas

The minutes of the May 6, 1955, meeting were approved.

The Librarian acted as Secretary of the meeting and reported that a quorum was present.

Librarian's Monthly Report. The Librarian read his report for May.

Budget Committee Report. Mr Arthur Hanson, acting chairman of the Budget Committee, announced that the Budget Committee had met and had reviewed the Librarian's prepared budget totaling \$153,346.45. The committee had examined the various items in the budget and had added \$8,184 to the staff salary budget to equalize librarians' and teachers' salaries, bringing the total to \$161,630.45. The committee made the following recommendations to the Library Board:

1. That the budget in the amount of \$161,630.45 be approved and that the Library Board apply to the Board of Education for the money.
2. That two Board members appear to present the budget request to the Board of Education at its July meeting.

3. That the method of making the presentation be discussed informally with Mr Flinn before it is made.
4. That the Board place itself on record as requesting money for the installation of an elevator in the library building.

It was moved, seconded, and affirmatively decided that the Report and Recommendations of the Budget Committee be received and that two Board Members be appointed by the chair to present the budget request to the Board of Education.

The Vice-President named Mr Hanson and Mr Williamson to make the budget presentation.

Approval of Bills. It was moved and seconded that the bills (Lists Nos. 360 and 361) for May be approved and transmitted to the Board of Education for payment. The motion was carried.

Unfinished Business

Report on Bindery Visits Made in April 1955. The Librarian read a report of his visit to the General Bookbinding Company in Cleveland and to the George A. Flohr Company bindery in Cincinnati. It included comments on the workmanship and materials which he observed in the binderies. The recommendations were that Flohr bindery be given an opportunity to improve its product during a three month trial period. If Flohr binding was not satisfactory at the end of the trial period, General should be given a similar trial period in which to demonstrate its service. The Board received the report and recommendations.

Report of Expenditures for 1954/1955. The Librarian reported that expenditures for the current fiscal year would total approximately \$19.27 less than the total of the original allotment and the amount received from the insurance company for water damage.

ALA Summer Conference. The Librarian stated that the conference this year would be held in Philadelphia from July 3-9. Five staff members had expressed a desire to attend. Upon motion by Mr Hanson, seconded by Colonel Phillips it was unanimously

RESOLVED, That the expenses for the Librarian and an allowance of \$50 each for five staff members be paid for attendance at the American Library Association Summer Conference July 3-9.

Nominating Committee. The chairman named the following committee of three to nominate candidates for the Library Board offices of President, Vice-President and Secretary, with instructions to report at the July meeting.

Colonel Phillips, Chairman
Dr Pianfetti
Mrs Brown

Doorway for Boys and Girls Room. The Librarian displayed a model of a decorative entrance for the Boys and Girls room and a lighted wall display case. The entrance would be constructed in the same style and of the same materials as the present entrance to the Children's Museum. The entrance would further be constructed at no cost to the library by Mr Ernest Juillerat, Jr. He would volunteer his time and ability as well as provide the materials which he uses. Upon motion by Dr Pianfetti seconded by Dr Sibley, it was unanimously decided that approval be given Mr Juillerat for the entrance construction which he has offered to provide.

NOOB Emblems. The Librarian displayed a finished NOOB emblem and stated that apporximately 690 of them had been distributed to school children in the county who had read 50 library books during the school year.

Gift Books. The Librarian reviewed a resolution passed by the Library Board on February 8, 1952, which gives specific instructions for the disposal of old, worn-out, or unneeded books. He stated that this routine appeared to apply to books in which the library has some investment, as through purchase

or because of having cataloged the volumes. He pointed out that the library constantly receives as gifts books of little or no value. These are screened by this library and by other libraries in the county. Any books which can be used are put into one of the collections. The residue is fit for little else than discard.

The Librarian asked and received permission to dispose of, as he saw fit, books of no value, which have never become items of library property and in which the library has no time or money investment. It was understood that the practice would be to make them available to local libraries, but not to enter upon extensive listings and mailings to out-of-the county libraries or book dealers, because of their slight value.

New Business

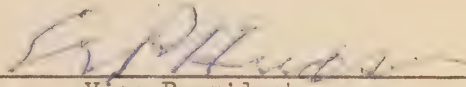
Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective June 1955, which he stated are in accord with the salary scales:

<u>Name</u>	<u>Effective Date</u>	<u>June Salary Only</u>	<u>Position</u>
<u>Hourly Employees</u>			
Joseph Comer	June 1	\$60.00	Page, Extension Dept.
William TenEycyke	June 1	50.25	Page, Extension Dept.
Donald Greenlee	June 1	39.00	Page, Circulation Dept.
Larry Matheney	June 1	112.50	Page, Circulation Dept.
Marie Ellen Merriman	June 1	47.25	Page, Circulation Dept.
Alice Rose Ringel	June 1	59.25	Page, Boys and Girls Dept.
Nancy Woodyard	June 1	106.50	Page, Boys and Girls Dept.
<u>Resignations</u>			
David Wiley	June 2	2.25	Page, Circulation Dept.
<u>Substitutes</u>			
Nancy Ringel	June 1	59.25	Page, Boys and Girls Dept.
Criss Snodgrass	June 1	49.50	Page, Circulation Dept.
<u>Leave of Absence Without Pay</u>			
Peter Hutchison	June 1	No check due him	Page, Circulation Dept.

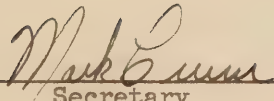
<u>Name</u>	<u>Effective</u> <u>Date</u>	<u>Salary Changes</u>		<u>Position</u>
		<u>From-</u>	<u>To-</u>	
<u>Salary Changes</u>				
Mary Ringel	June 1	\$84.50	\$88.25	Clerk Assistant, Circ. Dept.
Nancy Matheney	June 1	\$139.55	\$144.55	Clerk Assistant, Catalog Dept.

On motion duly made, seconded, and carried all the foregoing changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.



Vice-President



Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY

HELD ON
JULY 8, 1955

The Annual Meeting of the Board of Directors of the Kanawha County Public Library was held on July 8, 1955, at 4:00 p.m. in the Board Room of the public library.

The following members were present:

Mr Ray, President
Mr Flinn
Mr Hanson
Dr Pianfetti

The minutes of the June 3, 1955 meeting were approved.

The Librarian acted as Secretary and reported that a quorum was present.

The President introduced the following members of a delegation from the Children's Museum.

Mr Hillis Townsend, spokesman
Mrs Lee Kenna
Mrs Brooks McCabe
Mrs Ralph Sullivan

Mr Townsend then read a letter addressed to the Library Board which described the scope and importance of the Children's Museum activities, expressed appreciation for the space and cooperation given by the library, and voiced the hope that the museum would be permitted to continue to occupy a portion of the library building and perhaps be granted additional space. Mr Townsend closed with an invitation to the Library Board to visit the Museum at 3:00 p.m. on October 7.

Librarian's Monthly Report. The Librarian's report for June was read. It was ordered received and filed.

Budget Committee Report. Mr Hanson reported that he and Mr Williamson had appeared before the Board of Education on July 7 to present the library budget request. The opening remarks listed the library's accomplishments, described the circulation increase, and mentioned the children's reading clubs. Two new positions were requested. An equalization of salaries with Board of Education scales was also asked for. Finally, an elevator was called for as a necessity for the complete utilization of the building. The Board of Education will take the library request under consideration.

The Librarian was asked to provide Mr Flinn with any additional information which he needed in order to make a decision about the library salary scale.

The report of the Budget Committee was received with thanks.

It was moved by Mr Hanson, seconded by Mr Flinn, that the Librarian collect the necessary statistics and prepare a recommendation as to the continuance of the Garnet Branch Library as a public library. The motion carried.

Nominating Committee Report. The Librarian read a report made in writing by the chairman of the Nominating Committee, Colonel Phillips, nominating the following persons for the office indicated:

President - John V. Ray
Vice-President - Arthur Hanson
Secretary - Mark Crum

It was stated that Judge Hudson had requested that he be relieved of the office of Vice-President, and that the Nominating Committee had reluctantly acceded to his request.

No further nominations were made, when called for.

Mr Flinn moved, Dr Painfetti seconding, that the nominations be closed and that the Secretary be instructed to cast a unanimous ballot for the candidates named. Mr Flinn took the chair and put the motion, which was carried, and the nominees were declared to be duly elected. Mr Ray than resumed the chair.

Approval of Bills. Mr Flinn moved, Mr Hanson seconding, that the bills (Lists Nos. 362 and 363) be approved and transmitted to the Board of Education for payment. The motion passed.

NEW BUSINESS

Annual Report. The Librarian was instructed to mail copies of the annual report to all members of the Library Board and the Board of Education, and to publish any parts of it which he saw fit to publish.

Library Board Members. The Library Board nominated the following persons to serve as members of the Library Board for terms expiring on the dates shown:

<u>Name</u>	<u>Term Expiring</u>
Dr Leonard Rigglesman	June 30, 1960
Mr Donald Shonk	June 30, 1960
Dr Roy Bird Cook	June 30, 1961
Colonel W. C. Phillips	June 30, 1961
Mrs Benjamin Brown	June 30, 1961

The Librarian was instructed to forward the said nominations to the Board of Education for approval and confirmation.

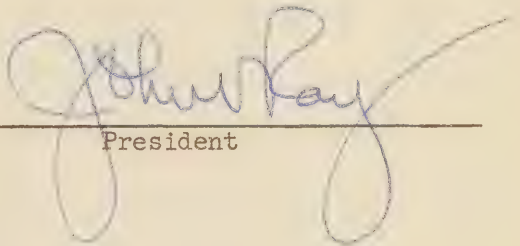
Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective July 1955, which he stated are in accord with the salary scales:

<u>Name</u>	<u>Effective Date</u>	<u>July Salary Only</u>	<u>Position</u>
<u>Hourly Employees</u>			
Joseph Comer	July 1	\$56.25	Page, Extension Department
Alice Ringel	July 1	84.00	Page, Boys and Girls Department
William TenEcyke	July 1	69.75	Page, Extension Department
Nancy Woodyard	July 1	36.00	Page, Boys and Girls Department
Donald Greenlee	July 1	39.00	Page, Circulation Department
Larry R. Matheney	July 1	58.50	Page, Circulation Department
Marie Ellen Merriman	July 1	33.75	Page, Circulation Department
<u>Substitutes</u>			
Frederick Heinold	July 1	83.20	Substitute janitor
Patricia Plovanich	July 1	9.75	Page, Boys and Girls Department
Carroll Hicks	July 1	53.34	Substitute bookmobile driver

<u>Name</u>	<u>Effective Date</u>	<u>July Salary Only</u>	<u>Position</u>
<u>Substitutes</u>			
Ruth Eary	July 5	\$217.64	Librarian, Extension Dept.
Hazel Fisher	July 5	226.44	Librarian, Circulation Dept.
Criss Snodgrass	July 1	52.50	Page, Circulation Dept.
 <u>Leave of Absence</u>			
<u>Without Pay</u>			
Peter Hutchison	July 1	No Check Due Him	Page, Circulation Dept.
 <u>Salary Changes</u>			
		<u>From-</u>	<u>To-</u>
Mary Ringel	July 1	\$85.75	\$84.50
			Part-Time Clerk Assistant

On motion duly made, seconded, and carried all the foregoing changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.



President



Secretary

KANAWHA COUNTY PUBLIC LIBRARY

ANNUAL REPORT 1954-1955

During years when funds requested for library growth are not available, the director and the staff strive for improvements which can be made with little or no expenditure of additional money. The search for these improvements has two beneficial effects. First, it keeps the staff from becoming static or regressive, by providing for some progress and professional growth. Second, it strengthens existing service and facilities through a process of continuous scrutiny which results in elimination of the poor or less essential in favor of something better. 1954-1955 has been characterized by a concentration of thought and effort upon inexpensive new services and facilities.

REMODELING

The Music Listening Room was opened on July 1, 1954. Conversion of this space from a book storage area to an attractive public room was accomplished largely through donations of furniture, paint, and a phonograph. Approximately 243 persons have listened to recordings in the Music Listening Room during its first year of operation.

A first floor room, formerly used for the storage of janitorial equipment, has been cleaned and redecorated. It now houses the mounted picture collection. The space formerly devoted to the picture collection file cabinets is now used for working desks for circulation department staff members. These desks eliminate the need for staff to work at the public tables, as had been the practice.

Another change in the utilization of space occurred with the movement of the card catalog from the circulation department to the foyer. This resulted in a more central location of the catalog, and made possible the addition of another cabinet of drawers. Book shelves to hold the Young Adult collection were erected in the space left vacant.

CIRCULATION BOOSTERS

The library traditionally has had a Vacation Reading Club which exists during the three summer months. In 1954 the enrollment reached a record high of 969, and the children read 8,240 books from the Boys and Girls Room alone.

This year the reading club idea was used during the school year for the first time. The "Noble Order of Bookworms" was created, with the requirement that a child must read 50 library books between September and June in order to win a bronze emblem. Hundreds of children throughout the county enrolled at the bookmobile, at the South Charleston and St. Albans libraries, and in the schools receiving classroom book collections as well as at the main library. 688 children earned the emblem. The staff feels that this club contributed substantially to the increase in circulation which the library experienced this year.

Circulation has become so heavy at some of the bookmobile stops that an extra clerical assistant must be sent out to Ordnance Park and for the night stops at Nitro and Dunbar. Of course, the absence of one clerk from the department at those times is resulting in the accumulation of a backlog in the department.

CIRCULATION STATISTICS

Circulation has increased this year in an amount which the Librarian can only partially explain. Whereas the figures in the past have read 443, 475, 491, 447, and 496 thousand, showing a pleasing gain each year, the total for 1954/1955 stands at 671,596 volumes lent for home use. This is a gain of 174,762 volumes or 35% over the previous year which itself was higher than any preceeding year!

To what should we attribute the increase - the new bookmobile, the Noble Order of Bookworms winter reading club, the increasing number of community contacts made by each member of the professional staff, the attention being given to the inadequacy of the nations schools, publication of books and magazine articles calling attention

to the importance of reading among children, or to a reaction against television. The librarian and the staff do not know.

Some explanation may be found by discovering the types of reading materials which showed the most pronounced increase in use. For example 93% of the 174,000 circulation increase occurred in fiction books, while 6% occurred in non fiction. Only 23% of the gain was in adult materials, while juvenile materials accounted for 76% of the gain. It is interesting too to note that only 2% of the gain is in bookmobile circulation, the remaining 98% being in non-bookmobile circulation through deposit collections and over library charging desks.

BORROWERS

As might be expected, along with an increase in circulation has come a steady increase in the number of borrowers. From 1950 to 1954 the number of borrowers registered at the close of each year has been 24,875, 25,470, 25,632, 25,267, and 26,969. This year stands at 29,130. This is an 8% gain over last year and a 17% gain during the past five years.

KANAWHA VALLEY TECHNICAL COUNCIL BOOKS FUND

The Engineer's Week Committee and the Thermal Insulation Society have donated \$260 and \$75 to the library for the establishment of a fund for the purchase of books which are important but which are either too expensive or too specialized for purchase from general library funds. This fund will make it possible for the people of Kanawha County to have many significant technical books that they could not otherwise have.

ARCHITECTURAL BOOKS FUNDS

The West Virginia Chapter, American Institute of Architects , has notified the library that it has voted \$300 for the establishment of a fund for the purchase of books on architecture and related fields. This fund, like the Technical Council Fund,

will provide readers with many worthwhile architectural books which the library could not suitably purchase from its general funds.

NEW SERVICES

As a companion service to the Drive-up Book Return, the library this year instituted a Drive-In Book Pick-Up service. The idea was to make it possible for drivers to borrow or return books without having to leave their cars. A portion of the parking lot was sectioned off, signs were erected, and a bookshelf was built just inside one of the basement windows. However, the service has been used very little, even after radio stations and the newspapers announced it. This lack of use probably should be attributed to a failure of publicity rather than to a lack of need or desire for the service.

The Library in cooperation with the Adult Education Program of the public schools sponsored two series of classes in Music Appreciation. Mrs. Ida Hutchison taught the classes in the Music Listening Room using recordings from the library's collection, a piano loaned by the Galperin Music Company, and guest musicians.

Mrs. Margaret Hilliard has been engaged in the preparation of several annotated bibliographies for use by classes at Morris Harvey College, the Adult Education program, and the extension classes conducted in Charleston by both Marshall College and West Virginia University. The idea behind the preparation of these thirty some bibliographies was not to encourage use of the library by students, for that use already existed, but to encourage the instructors to select for collateral reading titles which their students can obtain here, rather than titles which the library does not own.

The Librarian conducted an experimental class in reading development. This was also jointly sponsored by the Adult Education Program. The purpose was to familiarize the instructor with the teaching materials available and to discover how much improvement could be made in reading speed and comprehension after a relatively brief

period of instruction. One reason that people do not use the library more than they do is that they cannot read with ease. Perhaps reading improvement is an adult education subject which the library ought to teach extensively.

LIBRARY BINDERS AND BOOK DEALERS

The Librarian visited the shops of both companies which are handling the library's binding and rebinding to compare their materials and workmanship with the Class A specifications. He found several things about the quality of the rebinding being furnished which were criticizable. These were mentioned to the representatives of the appropriate bindery. A three month test period was set up during which the offending bindery is either to improve its product or lose this library's business.

A comparison of the service offered by the library's present new book dealer with that offered by Campbell and Hall of Boston has been undertaken by the Order Clerk. Orders are being sent to both dealers, and an evaluation is being made of discounts, reporting, and transportation delay.

WATER DAMAGE

Over the week end which ended on February 14, a water pipe on the third floor of the library burst. Water seeped through all floors, but caused most damage to the books in the Boys and Girls Room, and to the books and furniture in the Reference Room. All damage to books and catalog cards was covered by a valuable papers policy. Damage to furniture was not covered. 352 volumes were a complete loss, 137 volumes were sent for rebinding, and 125 volumes were repaired at the library. The books are being replaced, the furniture is being refinished, and the ceiling and walls in both Boys and Girls and Reference Departments have been repainted.

STAFF

The members of the staff have continued to work harmoniously and willingly throughout the year. Everyone benefits from the fine spirit which permeates the staff - the staff members themselves, the Librarian and the board, as well as the

readers. It is the most precious thing we have.

Except for pages there have been only six resignations and seven appointments during the year. Four clerks left the library - Lois Sally Brogan, Betty Jane Harper, Paula Pfost, and Betty Jo Spurlock. Mr. Peter Pontius, a member of the custodial staff, resigned to build up his health. And Mr. Charles Loudermilk resigned to take a position with the Charleston Gazette as reporter, librarian, and researcher.

Eugenia Albu, Joyce Carlson, Beverley Fleck, and Maxine Mollohan were appointed to fill four of the clerical vacancies. Each has become a valued and dependable member of the clerical force. Dorothy Twohig was reappointed to serve for one year in the Boys and Girls Department before returning to graduate school at Columbia University. Mr. Graves Cavender has joined the janitorial staff. And Miss Frances Gerard has taken over the vacant post in the Reference Department. Her past experience in reference work and her even disposition add to the quality of service provided the public in that department.

Miss Marcella Kramer has served well as reporter for the West Virginia Library Association bulletin, has done display work for several exhibits, and did the art work for the 1953-1954 popular report "What's Inside."

Miss Juliette Bryson has worked with the Kanawha Welfare Council in the preparation of its "Community Services Directory." She has also served as chairman of the Extension Committee and as President of the Public Library Section of the West Virginia Library Association.

Mr. Jerome Foley has served as chairman of a committee to index West Virginia periodicals. He is also a member of the Welfare Council committee studying juvenile delinquency.

All custodial tasks in the library have been listed according to the frequency with which they must be done, and a complete and systematic schedule for the

accomplishment of the work in regular cycles has been prepared for the custodial staff to follow.

A new personnel record card has been designed and put into use. It contains, for each staff member, a complete record of changes in status or pay rate during term of service and a record of the facts bearing upon the person's resignation, as well as names, addresses, experience record and anniversary date for pay increment.

A group of four staff members and the Librarian have prepared a twenty-five minute program on "The Services of the Public Library" for presentation before service clubs and similar organizations. During the year the group appeared before the Dunbar Lion's Club and in Charleston before the Lion's, Civitan, Kiwanis, America Business, and Exchange clubs.

DEPARTMENT HEADS COMMITTEE

The Librarian and the five department heads met regularly every two weeks for a large portion of the year to discuss library policy and to work on two special projects. The first project was to plan and give to the Library Board an explanation and demonstration of book selection as it is carried on in this library. The second was the preparation of a position classification scheme and a pay plan for the staff.

LIBRARY BOARD

Mrs. H. D. Rummel upon the expiration of her term as a member of the Library Board, on June 30, 1954, was elected an Honorary Member of the board. Mrs. Rummel had served the library for 45 years, since its founding.

The average number of meetings attended during the year by each board member was 5.3 meetings. The average attendance at each of the meetings was 7.5 board members. Measured another way, attendance was 44% of maximum.

All members of the Library Board became active members of the West Virginia Library Association for the year beginning October 1954. This shows an increasing interest on the part of board members in the activities of the state library

association and provides the association with an opportunity to enlarge upon that interest. Eventually it may be possible to organize library directors all over the state into a section of the state library association which could work collectively for better library service in West Virginia.

SALARIES

The inequity which exists between the Library and Board of Education pay scales for persons with fifth year degree has been continued through 1954-1955. At each experience level, teachers receive \$55 more per pay period than do librarians. And the pay period for teachers is four weeks, while for librarians it is one month.

The need for more positions on the staff is very great. The Extension Department required the addition of one clerk. The Boys and Girls Department needs a second professional librarian. The increases in circulation and in the number of borrowers since the staff was last increased more than justify the addition of two new positions. Registrations are up 16% and circulation is up 59% since the last clerical increase in 1948-1949. Registrations are up 48% and circulation is up 152% since the last professional increase in 1944-1945.

FLOOR AND SHELF SPACE

While the third floor stands completely empty, the second, first, and basement floors of the library building are overflowing. The obvious solution is to install an elevator and restore the rooms on the top floor to use.

The book shelves on the second floor are closed to the public. This would be an acceptable situation if the books housed there were limited to duplicates and little used volumes, as was the case several years ago. However, due to the crowding of shelving and books on the first floor, increasing numbers of books which should be available on open shelves must be sent to the closed, storage areas where they will remain practically unused.

EXTENSION OF SERVICES

The staff strongly feels the need for, and any consultant who analyzed our library service would recommend that we plan for, the strengthening of our services to the county outside the city of Charleston. This will be an expensive program because it would involve additional books, staff, transportation and quarters. The American Library Association recommended budget for a library serving 240,000 people is \$360,000, for limited or minimum service, \$540,000 for reasonably good service and \$720,000 for superior service. Extension and expansion of services on such a scale looks hopeless when viewed as a whole. But it can be divided and subdivided into projects which are manageable when undertaken one after the other. The important thing is to adopt an overall plan, then to set to work on part one of it.

AIR CONDITIONING

Air conditioning used to be considered a luxury. However, in 1954 and again in 1955 the industry has succeeded, with its concentrated advertisement of window type units, in bringing about a change in the public attitude toward air conditioning. People no longer think of it as a luxury. They have, or aspire to have it in their homes. They expect to have it in hotels and motels. They expect to find it in public buildings.

The public library with its heavy masonry to hold the heat through the night, and its large glass areas to catch the direct sunlight, is unusually uncomfortable during the summer.

The public avoids entering the building. The staff, particularly that portion of working above the basement level, experiences nausea and a general enervation which makes working unnecessarily unpleasant.

Air conditioning, of at least the public areas in the building, should be incorporated in the budget request for 1956-1957.

SOURCE OF INCOME

The most basic problem facing the Library Board, and indirectly the people of Kanawha County, is the discovery of some new source of income for the library which will be in addition to the funds now allocated by the Board of Education. Probably the Board of Education will never spend less than \$150,000 on library service. But as funds become available from other sources, such as a levy or appropriations from the city and county authorities, Board of Education funds will be utilized exclusively for service through school libraries and to school children.

As the ratio between property assessment values and actual values improves during the next three years, Boards of Education all over the state will have increasingly more funds with which to operate. The Kanawha County Board of Education will again find it possible to give the library budget increases which will assure gradual growth.

But superior public library service to children and adults cannot be accomplished until a way is found to make substantial increases in the budget. I believe that it should become possible for the three authorities now empowered by state law to maintain public libraries to pool their library funds under a bonded treasurer. I further believe that a tax or levy specifically reserved for public library service ought to be legally provided for in West Virginia.

Attention to the fundamental problem of income cannot be postponed without further postponing of the provision of real library service to the people of the county

FINANCIAL STATEMENT

July 1, 1954 - June 30, 1955

Main Library

1. Salaries

Staff salaries

\$ 85,468.83

2. Books

Books	26,373.06
Audio-visual material	<u>500.09</u>
Subtotal	26,873.15
Binding	3,149.43
Periodicals	<u>1,700.75</u>
Total	31,723.33

3. Building and Other Expense

Repairs	2,051.55
Salaries - building staff	7,324.02
Printing	362.60
Office Supplies	2,805.03
Insurance	1,340.00
Vehicles supplies	951.83
Furniture and Equipment	1,452.37
Service contracts	875.47
Building supplies	272.85
Utilities	4,388.76
Travel	419.00
Memberships	55.00
Contingencies	<u>39.05</u>
Total for building and other expense	22,337.53
TOTAL FOR MAIN LIBRARY	139,529.69

Garnet Branch

7,500.00

GRAND TOTAL

\$147,029.69

APPROPRIATION, OPERATING BUDGET, FISCAL 1954/55 \$145,501.00

AMOUNT RECEIVED FROM INSURANCE COMPANY FOR

WATER DAMAGE

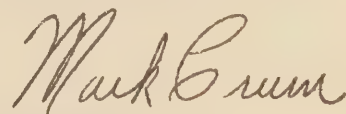
1,543.39

\$147,044.39

UNEXPENDED BALANCE

\$ 14.70

Respectfully submitted,


Librarian

July 8, 1955

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY
HELD ON
AUGUST 5, 1955

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on August 5, 1955, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Anderson
Dr Cook
Judge Hudson
Colonel Phillips
Mrs Thomas
Mr Young

The Librarian acted as secretary and reported that a quorum was present.

The minutes of the July 8, 1955 meeting were approved.

Librarian's Monthly Report. The Librarian read his report on the operation of the library for the month of July. It was ordered received and filed.

Approval of Bills. Judge Hudson moved, Colonel Phillips seconding, that the bills (Lists Nos. 364 and 365) be approved and transmitted to the Board of Education for payment. The motion passed.

UNFINISHED BUSINESS

Library Budget. The Librarian read a letter, dated August 4, 1955, in which Mr Flinn had notified the library that \$148,501 been appropriated for its operation during 1955/1956. The members of the board discussed the letter, the amount appropriated, and the publicly printed warning by the Board

of Education that the library faces closing or drastic curtailment of its services, unless some additional sources of revenue are found.

Salary Scale. The Librarian reported that neither the \$8,184 requested to make possible the equalization of librarians' and teachers' salaries nor the \$7,929 needed to place librarians' salaries on the ALA Minimum Library Salary Standards for 1952 scale had been granted.

Garnet Branch. It was moved by Judge Hudson, seconded by Mr Young and unanimously

RESOLVED, That public library service at Garnet Branch be discontinued, effective August 31, 1955; that the books in the collection of said Garnet Branch for which the Board of Education indicates a need to be turned over to it; and that the remaining volumes be returned to the main library; and,

RESOLVED FURTHER,

That the Garnet Branch Library Board be thanked for its services to the library and to the community.

The secretary was instructed to transmit a copy of the above resolution to the Board of Education.

Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective August 1955, which he stated are in accord with the salary scales:

<u>Name</u>	<u>Effective Date</u>	<u>August Salary Only</u>	<u>Position</u>
<u>Hourly Employees</u>			
Alice Ringel	Aug. 1	\$99.00	Page, Boys and Girls Dept.
Nancy Woodyard	Aug. 1	48.00	Page, Boys and Girls Dept.
Donald Greenlee	Aug. 1	40.50	Page, Circulation Dept.
Marie Ellen Merriman	Aug. 1	60.75	Page, Circulation Dept.
William TenEcyke	Aug. 1	24.75	Page, Extension Dept.
Nancy Ringel	Aug. 1	60.75	Page, Circulation Dept.
<u>Resignations</u>			
Joseph Comer	Aug. 1	No check due him	

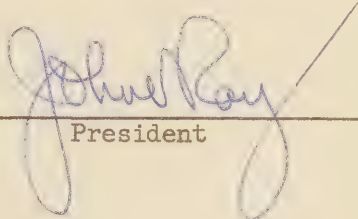
<u>Name</u>	<u>Effective Date</u>	<u>August Salary Only</u>	<u>Position</u>
<u>Substitutes</u>			
Patricia Plavonich	Aug. 1	\$ 9.75	Page, Boys and Girls Dept.
Ruth Eary	Aug. 1	142.80	Librarian Assistant, Circ.
Hazel Fisher	Aug. 1	295.92	Librarian Assistant, Circ.
Joanne Woodyard	Aug. 15-Sept. 13	92.61	Clerk Assistant
Criss Snodgrass		40.50	Page, Boys and Girls Dept.

<u>Salary Changes</u>		<u>Salary Change</u>		
		<u>From-</u>	<u>To-</u>	
Mary Ringel	Aug. 1	\$85.75	\$80.75	Clerk Assistant
Linda Jo Dugan	Aug. 1	86.88	107.52	Clerk Assistant
Ruth Figgatt	Aug. 1	295.55	304.55	Librarian Assistant
M. Jerome Foley	Aug. 1	346.55	352.55	Head, Reference Dept.

<u>Leave of Absence Without Pay</u>		
Peter Hutchison	Aug. 1-31	No check due him

On motion duly made, seconded, and carried all the foregoing changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.



 President



 Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

SEPTEMBER 9, 1955

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on September 9, 1955, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Hanson, Vice-President
Mrs Anderson
Dr Cook
Colonel Phillips
Dr Riggleman
Dr Sibley

The Librarian acted as secretary and reported that a quorum was present.

The minutes of the August 5, 1955, meeting were approved.

Librarian's Monthly Report. The Librarian read his report on the operation of the library for the month of August. It was ordered received and filed.

The Board took special note of the construction of an entrance to the Boys and Girls Room by Mr Ernest Juillerat and asked the secretary to send him a letter of appreciation.

Approval of Bills. Dr Cook moved, Dr Riggleman seconding, that the bills (Lists Nos. 366 and 367) be approved and transmitted to the Board of Education for payment. The motion passed.

UNFINISHED BUSINESS

Budget Committee Report. Mr Hanson reported that the budget Committee had studied and approved the revised Budget of Expenditures which had been submitted to it by the Librarian. He explained that the fund allocation were in accordance with a Position Classification presented by the Librarian, and a new Pay Scale for professional staff members which had also been presented by the Librarian. The Budget Committee recommended that the Board approved the Revised Budget and the accompanying Position Classification and Pay Scale.

The Librarian commented at some length on the work done by the department heads in preparing job specifications and a position classification for all library positions.

After some discussion, Dr Rigglesman moved, Colonel Phillips seconding, that the Budget Committee restudy the Revised Budget and the Pay Scale and make new recommendations concerning them at the next Board meeting.

NEW BUSINESS

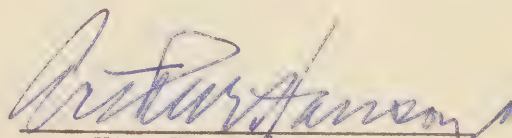
Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective September 1955 which he stated are in accord with the salary scales:

<u>Name</u>	<u>Effective Date</u>	<u>September Salary Only</u>	<u>Position</u>
<u>Hourly Employees</u>			
Hobart Farrell	Sept. 1	\$60.75	Page, Extension Dept.
Donald Greenlee	Sept. 1	40.50	Page, Circulation Dept.
Marie Ellen Merriman	Sept. 1	39.00	Page, Circulation Dept.
Nancy Ringel	Sept. 1	58.50	Page, Circulation Dept.
Criss Snodgrass	Sept. 1	58.50	Page, Circulation Dept.
Larry Matheney	Sept. 1	58.50	Page, Extension Dept.
Alice Rose Ringel	Sept. 1	60.00	Page, Boys and Girls Dept.

<u>Name</u>	<u>Effective</u>	<u>September Salary</u>	<u>Position</u>
<u>Employment</u>	<u>Date</u>	<u>Only</u>	
Judith Sue McMurrer	Sept. 19	\$31.50	Page, Boys and Girls Dept.
Patricia Plovanich	Sept. 19	21.00	Page, Boys and Girls Dept.
Marilyn Dee McKnight	Sept. 19	13.50	Page, Boys and Girls Dept.
John Gibson	Sept. 1	60.75	Page, Extension Dept.
Eunice Boehm	Sept. 19	\$77 - mo. salary (for Sept. only \$22.88)	Part-time Clerk Assistant, Circulation Department
<u>Resignations</u>			
Margaret Juila Fuller	Sept. 17	22.50	Part-time Clerk, B&G Dept.
Linda Jo Dugan	Sept. 17	64.50	Part-time Clerk, B&G Dept.
Nancy Woodyard	Sept. 17	51.75	Part-time Clerk, B&G Dept.
Dorothy Twohig	Sept. 24	142.60	Clerk Assistant, B&G Dept.
William TenEcyke	Aug. 12	No check due him	Page, Extension Department
Peter Hutchison	Aug. 31	No check due him	Page, Circulation Dept.
<u>Salary Changes</u>			
		<u>Salary Change</u>	
		<u>From- To-</u>	
Mary Ringel	Sept. 1	\$ 85.75 \$115.16	Clerk Assistant, Circ. Dept.
Ida Mae Boedecker	Sept. 1	157.55 162.55	Sr Stenographer, Office
Martha Parrish	Sept. 1	149.55 154.55	Clerk Assistant, Circ. Dept.
<u>Temporary Employment</u>			
Thomas DeLauder	Sept. 12- 14 incl.	40.25	Temporary truck driver
Carroll Hicks	Aug. 1	7.62	Substitute bookmobile driver

On motion duly made, seconded, and carried all the foregoing changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.


Vice-President


Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY

HELD ON
OCTOBER 14, 1955

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on October 14, 1955 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Anderson
Mrs Brown
Dr Cook
Mr Hanson
Judge Hudson
Colonel Phillips
Dr Pianfetti
Dr Riggleman
Mr Williamson
Mr Young

The Librarian acted as Secretary and reported that a quorum was present.

The minutes of the September 9 meeting were approved.

Librarian's Monthly Report. The Librarian read his report for the month of September. It was ordered, received and filed.

Budget Committee Report. Mr Hanson, reporting for the Budget Committee, stated that the Revised Budget has been reviewed again, in accordance with instructions received at the last Library Board meeting. He said that the committee was prepared to make the following unanimous recommendations regarding the Revised Budget and the Pay Scale:

1. That the amount available for salary adjustments in the revised budget be distributed as follows:

- a. A 10% increase in the salary of the librarian.
 - b. The balance apportioned to the other members of the professional staff on the basis of position classification and experience, such increase averaging 9.03% as shown on the attached sheet.
2. That the total amount to be spent for professional salaries, including experience increments, for the current fiscal year be \$55,798.58. Furthermore, that the amounts to be paid each individual be considered on an annual basis made effective retroactively to July 1, 1955.

Dr Riggleman moved that the recommendations of the Budget Committee be made effective. Dr Pianfetti seconded the motion which passed unanimously.

Budget for 1955/1956. Mr Hanson moved, Colonel Phillips seconding, that the Revised Budget in the amount of \$148,501 be approved. The motion carried. A copy of the Revised Budget is attached.

Position Classification. The Librarian distributed copies of a Position Classification for the library staff (copy attached). He stated that the classification was based upon previously prepared job specifications and that its creation was a project upon which he and the department heads had been working for more than a year. He asked the board to consider its adoption. After discussion, Dr Riggleman moved, Mr Williamson seconding that the Position Classification for the library staff be adopted. The motion carried.

Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective October 1955, which he stated are in accord with the salary scales:

<u>Name</u>	<u>Effective Date</u>	<u>Salary For October</u>	<u>Position</u>
<u>Resignations</u>			
Martha Parrish	Sept. 30	No check due her	Clerk Assistant, Circ. Dept.
Ida Mae Boedecker	October 8	\$43.75	Sr. Stenographer, Office
Joanne Greenspun	October 14	132.24	Librarian Assistant, Circ. Dept.
Donald Greenlee	October 8	10.50	Page, Extension Dept.

<u>Name</u> <u>Employment</u>	<u>Effective</u> <u>Date</u>	<u>Salary Month-</u> <u>To-Month Basis</u>	<u>Position</u>
Kenneth Bland	Oct. 10	\$28.50 (hourly employee)	Page, Circulation Dept.
Giacomina Pignato	Oct. 13	139.55 (\$85.92 for Oct. only)	Clerk Assistant, Circulation Department
Janet Donohoe	Oct. 3	139.55 (\$134.55 for Oct. only)	Clerk Assistant, Circulation Dept.
Laverta Spurlock	Oct. 1	214.55	Clerk Assistant, Ext. Dept.

Temporary Employment

David Ferrell	Oct. 10-19 incl.	\$123.83	Bookmobile driver
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<u>Hourly Employees</u>		<u>October Salary</u> <u>Only</u>	
John Gibson	Oct. 1	\$58.87	Page, Extension Department
Larry Matheney	Oct. 1	57.00	Page, Extension Department
Marilyn Dee McKnight	Oct. 1	69.00	Page, Boys and Girls Dept.
Judith Sue McMurrer	Oct. 1	60.75	Page, Boys and Girls Dept.
Patricia Plovanich	Oct. 1	61.50	Page, Boys and Girls Dept.
Alice Ringel	Oct. 1	67.87	Page, Boys and Girls Dept.
Hobart Farrell	Oct. 1	58.50	Page, Circulation Dept.
Marie Ellen Merriman	Oct. 1	31.50	Page, Circulation Dept.
Nancy E. Ringel	Oct. 1	58.50	Page, Circulation Dept.
Criss Snodgrass	Oct. 1	63.75	Page, Circulation

<u>Salary Changes</u>		<u>Salary Change</u> <u>From-</u> <u>To-</u>	
Frances Gerard	Oct. 1	\$268.55 \$277.55	Librarian Assistant, Ref. Dept.
Maxine Mollohan	Oct. 1	139.55 144.55	Clerk Assistant, Ext. Dept.

Promotion

Eugenia Lee Albu	Oct. 17	\$144.55 \$157.55	From Clerk Assistant to Sr Stenographer, Office October)
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On motion duly made, seconded, and carried all the foregoing changes were ratified, approved, and confirmed.

There being no further business, Colonel Phillips moved, Dr Rigglesman seconded, that the meeting be adjourned.

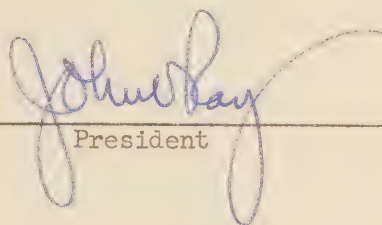
Mark Curren
Secretary

John Ray
President

ADDENDUM

The following resolution was inadvertently omitted from the minutes of October 14, 1955. At the meeting of November 4, the Library Board ordered that it be added to the minutes for October:

Dr Cook moved, Colonel Phillips seconding, that the bills (Lists Nos. 368 and 369) for September be approved and transmitted to the Board of Education for payment. The motion passed.



President



Secretary

Comparison of Old and New
Salaries, by individual

Employee	Old Salary	New Salary	Increase	% of Increase
Crum	\$6,000.00	\$6,600.00	\$600.00	10%
Alderson	4,686.60	4,923.50	236.90	5.05
Brown	4,578.60	4,923.50	344.90	7.51
Brugger	4,590.60	4,923.50	332.90	7.25
Bryson	4,680.60	5,132.18	451.58	9.64
Foley	4,158.60	4,420.44	261.84	6.29
Figgatt	3,546.60	4,014.26	467.66	13.18
Gerard	3,222.60	3,595.04	372.44	11.55
Vacancy (8 mos.)	-----	2,396.69	-----	-----
Hilliard	3,870.60	4,154.00	283.40	7.32
Kramer	3,438.60	4,014.26	575.66	16.74
Simmons	3,354.60	3,515.85	161.25	4.80
New position (6 mos.)-----		<u>1,797.52</u>	-----	-----
		\$54,410.74		
Experience increments		395.92		
Amount paid to previous incumbent of vacancy		<u>991.89</u>		
		\$55,798.55		
			Average	9.03%

KANAWHA COUNTY PUBLIC LIBRARY

Revised Budget of Expenditures

1955/56

	Proposed Budget <u>1955/56</u>	Budget <u>1954/55</u>	Increase in <u>1955/56</u>
MAIN LIBRARY			
1. Salaries	\$ 94,891	\$ 85,028	\$9,863
2. Books			
Books	\$ 22,000	\$ 22,000	
Binding	6,500	6,500	
Periodicals	<u>1,900</u>	<u>1,900</u>	
	\$ 30,400	\$ 30,400	
3. Building and Other			
Salaries - building staff	\$ 7,529	\$ 7,520	9
Repairs and maintenance	1,734	1,734	
Utilities	4,402	4,317	85
Service Contracts	897	827	70
Building supplies	800	800	
Office and library supplies	2,500	2,700	-200
Insurance	1,340	1,340	
Vehicles supplies	1,250	1,043	207
Furniture and equipment	173	1,017	-844
Travel	775	775	
Printing	402	345	57
Memberships	55	55	
Contingencies	<u>100</u>	<u>100</u>	
	\$ 21,957	\$ 22,573	
GARNET BRANCH	<u>1,253</u>	<u>7,500</u>	<u>-6,247</u>
TOTAL	\$148,501	\$145,501	\$3,000

October 1955

KANAWHA COUNTY PUBLIC LIBRARY

Position Classification

Effective October 14, 1955

Professional
Grade

Class Title

10	None
9	None
8	None
7	None
6	Director of the Library
5	None
4	Chief Circulation Librarian (Class B department)
3	Chief Catalog Librarian (Class A department)
	Chief Children's Librarian (Class A department)
	Chief Extension Librarian (Class A department)
	Chief Reference Librarian (Class A department)
2	Catalog Librarian
	Circulation Librarian
	Extension Librarian
	Reference Librarian
1	Junior Circulation Librarian

Clerical
Grade

Class Title

6	None
5	Secretary
4	Order Clerk
3	Special Clerk
2	Senior Clerk
1	Junior Clerk

Staff Services
Grade

Class Title

6	Building Superintendent
5	None
4	Bookmobile Clerk-Driver
3	Custodian
2	None
1	None

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

NOVEMBER 4, 1955

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on November 4, 1955, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Brown
Dr Cook
Judge Hudson
Colonel Phillips

The Librarian acted as Secretary and reported that a quorum was present.

The minutes of the October 14 meeting were corrected to show that the payment of Lists of Bills Nos. 368 and 369 for September had been duly authorized, although the resolution pertaining thereto has been inadvertently omitted from the meeting, and were then approved.

Librarian's Monthly Report. The Librarian read his report on the activities of the library for October 1955. It was ordered received and filed.

Approval of Bills. Dr Cook moved, Colonel Phillips seconding that the bills (Lists Nos. 370 and 371 for October) be approved and transmitted to the Board of Education for payment. The motion passed.

UNFINISHED BUSINESS

Payment of Salary Increase. The Librarian reported that word had been received from Mr Flinn, and from Mr Soto of the State Tax Commissioner's office, that a retroactive salary increase could not be granted to library

employees. Thereupon, it was on motion duly made, seconded and passed,

RESOLVED, That the resolution on professional salaries passed on October 14, 1955, be revoked, cancelled and null and void ab initio.

On motion of Mr Crum for Mr Hanson, duly seconded by Judge Hudson, the following resolution was unanimously adopted:

RESOLVED, That the amount available for salary adjustments in the revised budget be distributed as follows.

- a. A 10% increase in the salary of the Librarian.
- b. The balance apportioned to other members of the professional staff on the basis of position classification and experience, such increase averaging 9.03%.
- c. Salary adjustments to be made effective November 1, 1955, the amount of the adjustment to be spread in equal portions over the last eight months of the fiscal year, i.e., November 1955-June 1956.
- d. That the total amount to be spent for professional salaries, including increments for the current fiscal year be \$55,798.59.

A list of salaries to be paid librarians during fiscal 1955/1956 is attached to the minutes.

NEW BUSINESS

West Virginia Library Association Meeting. The Librarian reported that he and five other staff members had attended the annual meeting of the West Virginia Library Association at Fairmont on October 7 and 8. He read the citation prepared in connection with an award given to Board President, John V. Ray "for distinguished achievement in the promotion of library service in West Virginia." A copy of this citation is attached to the minutes.

Disposal of Popular Records. The Librarian asked for a discussion and decision on the disposal of popular records received as gifts and not suitable

for addition to the library collection. He was instructed to give the records to the Goodwill Industries or a similar charity.

Position Vacancy. The Librarian reported that ads had been placed in the Library Journal, ALA Bulletin, and Library Placement Exchange for the position which is to be filled in the Extension Department. Also letters have been sent to library schools, state library associations, and state library extension agencies asking for recommendations. Only one potential applicant has been located to date.

Parking Lot. The President reported that Mr Robinson, who rents the library parking lot, had requested a change in the terms of his agreement with the library which would allow him to have access to Hale Street through the area now reserved for parking library vehicles. After discussion, the Board authorized the President and the Librarian to go into the matter further and, if they saw fit, make an amended agreement with Mr Robinson concerning the future use for parking of the library lot.

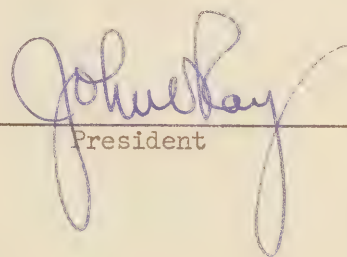
Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective November 1955, which he stated are in accord with the salary scales:

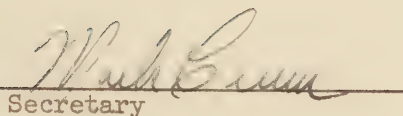
<u>Name</u>	<u>Effective Date</u>	<u>Salary For November</u>	<u>Position</u>
<u>Resignation</u>			
Graves Cavender	Nov. 12	\$86.64	Custodian
<u>Hourly Employees</u>			
		<u>November Salary Only</u>	
Kenneth Bland	Nov. 1	\$40.50	Page, Circulation Department
Hobart Farrell	Nov. 1	60.00	Page, Circulation Department
Marie Ellen Merriman	Nov. 1	39.00	Page, Circulation Department
Nancy E. Ringel	Nov. 1	58.50	Page, Circulation Department
Criss Snodgrass	Nov. 1	58.50	Page, Circulation Department
Maryiln McKnight	Nov. 1	57.00	Page, Boys and Girls Department
Judith Sue McMurrer	Nov. 1	61.50	Page, Boys and Girls Department
Patricia Plovovich	Nov. 1	52.50	Page, Boys and Girls Department

<u>Name</u>	<u>Effective Date</u>	<u>November Salary Only</u>	<u>Position</u>
<u>Hourly Employees</u>			
Alice Ringel	Nov. 1	\$63.00	Page, Boys and Girls Dept.
John Gibson	Nov. 1	62.62	Page, Extension Dept.
Larry Matheney	Nov. 1	58.87	Page, Extension Dept.
<u>Temporary Employment</u>			
Mary Kay Plovanich	Nov. 1	9.75	Page, Boys and Girls Dept.
<u>Employment</u>			
Bernard Asbury	Nov. 14	101.08	Custodian
<u>Salary Changes</u>			
		<u>Salary Change</u>	
		<u>From- To-</u>	
Beverley Fleck	Nov. 1	\$139.55 \$144.55	Clerk Assistant, Circ. Dept.
Mark L. Crum, Jr	Nov. 1	500.55 574.75	Librarian
Frances Alderson	Nov. 1	390.55 420.00	Chief Extension Librarian
Wilma Brown	Nov. 1	381.55 424.50	Chief Children's Librarian
Jane Brugger	Nov. 1	382.55 424.00	Chief Catalog Librarian
Juliette Bryson	Nov. 1	390.05 467.00	Chief Circulation Librarian
Jerome Foley	Nov. 1	352.55 385.75	Chief Reference Librarian
Ruth E. Figgatt	Nov. 1	304.55 350.50	Extension Librarian
Frances Gerard	Nov. 1	277.55 327.00	Reference Librarian
Margaret Hilliard	Nov. 1	322.55 358.00	Circulation Librarian
Marcella Kramer	Nov. 1	286.55 365.75	Catalog Librarian
Robert F. Simmons	Nov. 1	279.55 300.00	Jr Circulation Librarian

On motion duly made, seconded, and carried all the foregoing changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.


President


Secretary

KANAWHA COUNTY PUBLIC LIBRARY

1955/1956 SALARIES FOR LIBRARIANS

Name	July	Aug.	Sept.	Oct.	Nov.-June	1955/1956
Crum	\$500.55	\$500.55	\$500.55	\$500.55	\$574.75	\$6,600.20
Alderson	390.55	390.55	390.55	390.55	420.00	4,922.20
Brown	381.55	381.55	381.55	381.55	424.50	4,922.20
Brugger	382.55	382.55	382.55	382.55	424.00	4,922.20
Bryson	390.05	390.05	390.05	390.05	467.00	5,296.20
Foley	352.55	346.55	352.55	352.55	385.75	4,490.20
Figgatt	295.55	304.55	304.55	304.55	350.50	4,013.20
Gerard	268.55	268.55	268.55	277.55	327.00	3,699.20
Hilliard	322.55	322.55	322.55	322.55	358.00	4,154.20
Kramer	286.55	286.55	286.55	286.55	365.75	4,072.20
Simmons	279.55	279.55	279.55	279.55	300.00	3,518.20
Vacancy	286.55	286.55	286.55	132.24	299.75	3,389.89
					Jan.-June	
New Position					299.75	<u>1,798.50</u>
						\$55,798.59

CITATION

Mr John V. Ray, native of Kanawha County, Rhodes Scholar, attorney, a member of the Board of Directors of the Kanawha County Public Library in Charleston since April 4, 1929, and since December 4, 1936, Chairman of the Board.

During the twenty-six years of his connection with the State's largest public library, Mr Ray has been an active and spirited force behind the Library's achievements. In a state in which adequate library service has largely remained a dream somehow impossible of realization, a distant goal that has remained in the distance, the Kanawha County Public Library has moved closest toward the goal. It has advanced steadily during the past quarter century, in the proper ways and in the proper directions of good library service, and today, as in the past, its excellence signalizes for all the cities and the towns and the counties of West Virginia the ways and the directions that can lessen the distance between the inadequate present and the goal, between the actuality and the dream. Among those public-spirited citizens charged as library board members with the responsibilities of achieving and maintaining and fostering good library services, John Ray and his unflagging leadership must be accorded a high place. For many years the Kanawha County Public Library has led the public libraries of the state in book stock, rate of acquisition, quality of acquisition, circulation, extension and other services. During Mr Ray's tenure as Chairman the book collection has more than quadrupled in size, the budget is five times its original figure, almost four times as many borrowers use the library's books, recordings, pictures, reference services, and the annual circulation has reached a figure of well over half a million. Mr Ray would protest that it has not been he but the librarians who have been responsible for all of this, but the librarians have been many and have come and gone: behind them has been the dedicated and inconspicuous Chairman of their Board, representing his library interests with dignity, perseverance, strength and understanding.

The West Virginia Library Association has great pleasure and deep pride in presenting to John V. Ray its award for distinguished achievement in the promotion of library service in West Virginia.

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY

HELD ON
DECEMBER 9, 1955

The regular meeting of the Library Board of the Kanawha County Public Library was held on December 9, 1955, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Dr Cook
Mr Dickinson
Mr Flinn
Colonel Phillips
Dr Sibley
Mr Williamson

The Librarian acted as Secretary and reported that a quorum was present.

The minutes of the November 4, 1955, meeting were approved.

Librarian's Monthly Report. The Librarian read his report for the month of November. It was ordered received and filed, and the Librarian was instructed to release to the press such parts of it as he saw fit.

Approval of Bills. Mr Flinn moved, Dr Cook seconding, that the bills (Lists Nos. 372 and 373 for November) be approved and transmitted to the Board of Education for payment. The motion passed.

UNFINISHED BUSINESS

Parking Lot. Colonel Phillips moved, Mr Flinn seconding, that the question of the use to which the library parking lot should be put be re-examined and reported on at the next meeting. The motion passed.

NEW BUSINESS

Drive-In Book Pick-Up Service. The Librarian reported that this service had not been used enough to justify its continuance, 35 persons having borrowed 99 books through it in eight months, and he recommended that it be discontinued. Mr Flinn moved, Colonel Phillips seconding, that the Drive-In Book Pick-Up Service be discontinued. The motion passed.

AIA Midwinter Meeting. The Board approved the payment of expenses for the Librarian to attend the AIA Annual Midwinter Meeting which is to be held in Chicago, Illinois, from January 31 to February 4, 1956. Mr Williamson made the motion which was seconded by Mr Dickinson and passed unanimously.

Temporary Committee to Study Library Sources of Income. The President commented upon the need for the appointment of a committee to investigate the possibility of obtaining income for the library from the city and county governments. No action is to be taken until after a study of the statutes relating to the question is made, but the Board members were asked to think about such a committee and what it might accomplish.

Remington Medal award to Dr Cook. Various members of the Library Board commented upon and congratulated Dr Cook upon his receipt of the Remington Medal for outstanding achievement in his career of pharmacy. They asked that the medal and the citation be shown at the next board meeting.

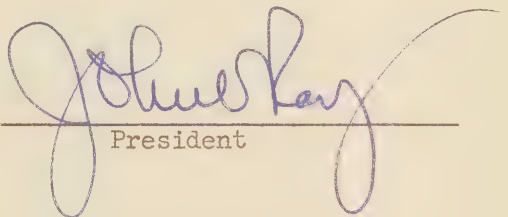
Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective December 1955, which he stated are in accord with the salary scales:

<u>Name</u>	<u>Effective</u> <u>Date</u>	<u>December</u> <u>Salary</u>	<u>Position</u>
<u>Resignation</u>			
Judith McMurrer	Nov. 30	No check due her	Page, Boys and Girls Dept.

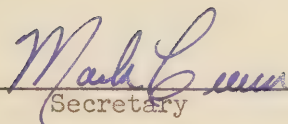
<u>Name</u>	<u>Effective Date</u>	<u>December Salary Only</u>	<u>Position</u>
<u>Hourly Employees</u>			
John Gibson	Dec. 1	\$58.50	Page, Extension Department
Alice Rose Ringel	Dec. 1	70.13	Page, Boys and Girls Dept.
Larry Matheney	Dec. 1	60.00	Page, Extension Department
Patricia Plovanich	Dec. 1	63.00	Page, Boys and Girls Dept.
Maryiln McKnight	Dec. 1	72.75	Page, Boys and Girls Dept.
Kenneth C. Bland	Dec. 1	30.00	Page, Circulation Dept.
Hobart Farrell	Dec. 1	83.25	Page, Circulation Dept.
Marie Ellen Merriman	Dec. 1	28.50	Page, Circulation Dept.
Nancy E. Ringel	Dec. 1	60.75	Page, Circulation Dept.
Criss Snodgrass	Dec. 1	60.75	Page, Circulation Dept.
<u>Temporary Employment</u>			
Nancy Woodyard	Dec. 1	33.00	Substitute Page
Mary Kay Plovanich	Dec. 1	21.00	Substitute Page
Thomas DeLauder	Dec. 1	20.70	Truck Driver

On motion duly made, seconded, and carried all the foregoing changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.



President



Secretary

Books for Everyone
Annual Report
1954-1955

Kanawha County Public Library

Charleston, West Virginia

KANAWHA COUNTY PUBLIC LIBRARY

Lee and Hale Streets
Charleston, West Virginia

Hours: 10-9 Monday - Friday
10-6 Saturday

Books To Take Home
Reference and Information Service

Telephone 2-2181

BOOKS FOR EVERYONE

166,000 of them!



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COL. WALTER C. PHILLIPS

JOHN A. YOUNG

MARK CRUM, *Librarian and Secretary of the Board*

LIBRARY STAFF

Professional

FRANCES ALDERSON

JULIETTE BRYSON

WILMA G. BROWN

RUTH E. FIGGATT

JEROME FOLEY

MRS. MARGARET H. HILLIARD

FRANCES GERARD

RICHARD D. HOBSON

JOANNE GREENSPUN

MARCELLA KRAMER

JANE BRUGGER

ROBERT F. SIMMONS

Non-Professional

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MAXINE MOLLOHAN

JOYCE CARLSON

MARTHA PARRISH

BETTY ANN DAWSON

MRS. LAVERTA SPURLOCK

BEVERLEY FLECK

NINNETTA MAE THOMAS

MARY GREENE

DOROTHY TWOHIG

Building Staff

GRAVES CAVENDER

CHARLES B. LANDER

FRED SKILES

13 additional part-time

Annual Report, 1954-1955



To the Board of Directors of the Kanawha County Public Library: the librarian's annual report for the period July 1, 1954, to June 30, 1955, is herewith submitted:

Introduction

During the years when funds requested for library growth are not available, the director and the staff strive for improvements which can be made with little or no expenditure of additional money. The search for these improvements has two beneficial effects. First, it keeps the staff from becoming static or regressive, by providing for some progress and professional growth. Second, it strengthens existing service and facilities through a process of continuous scrutiny which results in elimination of the poor or less essential in favor of something better. 1954/1955 has been characterized by a concentration of thought and effort upon inexpensive new services and facilities.

Remodeling

The Music Listening Room was opened on July 1, 1954. Conversion of this space from a book storage area to an attractive public room was accomplished largely through donations of furniture, paint, and a phonograph. Approximately 243 persons have listened to recordings in the Music Listening Room during its first year of operation.

A first floor room, formerly used for the storage of janitorial equipment, has been cleaned and redecorated. It now houses the mounted picture collection. The space formerly devoted to the picture collection file cabinets is now used for working desks for circulation department staff members. These desks eliminate the need for staff to work at the public tables, as had been the practice.

Another change in the utilization of space occurred with the movement of the card catalog from the circulation department to the foyer. This resulted in a more central location of the catalog, and made possible the addition of another cabinet of drawers. Book shelves to hold the Young Adult collection were erected in the space left vacant.

Circulation Boosters

The library traditionally has had a Vacation Reading Club which exists during the three summer months. In 1954 the enrollment reached a record high of 969, and the children read 8,240 books from the Boys and Girls Room alone.

This year the reading club idea was used during the school year for the first time. The "Noble Order of Bookworms" was created, with the requirement that a child must read 50 library books between September and June in order to win a bronze emblem. Hundreds of children throughout the county enrolled at the bookmobile, at the South Charleston and Saint Albans libraries, and in the schools receiving classroom book collections, as well as at the main library. 688 children earned the emblem. The staff feels that this club contributed substantially to the increase in circulation which the library experienced this year.

Circulation Statistics

Circulation has increased this year in an amount which the Library can only partially explain. Whereas the figures in the past have read 443, 475, 491, 447, and 496 thousand, showing a pleasing gain each year, the total for 1954-1955 stands at 671,596 volumes lent for home use. This is a gain of 174,762 volumes or 35% over the previous year which itself was higher than any preceding year!

Some explanation may be found by discovering the types of reading materials which showed the most pronounced increase in use. For example 93% of the 174,000 circulation increase occurred in fiction books, while 6% occurred in non-fiction. Only 23% of the gain was in adult materials, while juvenile materials accounted for 76% of the gain. It is interesting too

to note that only 2% of the gain is in bookmobile circulation, the remaining 98% being in non-bookmobile circulation through deposit collections and over library charging desks.

Borrowers

As might be expected, along with an increase in circulation has come a steady increase in the number of borrowers. From 1950 to 1954 the number of borrowers registered at the close of each year has been 24,875, 25,470, 25,632, 25,267 and 26,969. This year stands at 29,130. This is an 8% gain over last year and a 17% gain during the past five years.

Kanawha Valley Technical Council Books Fund

The Engineer's Week Committee and the Thermal Insulation Society have donated \$260 and \$75 to the library for the establishment of a fund for the purchase of books which are important but which are either too expensive or too specialized for purchase from general library funds. This fund will make it possible for the people of Kanawha County to have many significant technical books that they could not otherwise have.

Architectural Books Fund

The West Virginia Chapter, American Institute of Architects, has notified the library that it has voted \$300 for the establishment of a fund for the purchase of books on architecture and related fields. This fund, like the Technical Council Fund, will provide readers with many worthwhile architectural books which the library could not suitably purchase from its general funds.

New Services

As a companion service to the Drive-Up Book Return, the library this year instituted a Drive-In Book Pick-Up service. The idea was to make it possible for drivers to borrow or return books without having to leave their cars. A portion of the parking lot was sectioned off, signs were erected, and a bookshelf was built just inside one of the basement windows. However, the service has been used very little, even after

radio stations and the newspapers announced it. This lack of use probably should be attributed to a failure of publicity rather than to a lack of need or desire for the service.

The library in cooperation with the Adult Education Program of the public schools sponsored two series of classes in Music Appreciation. Mrs. Ida Hutchison taught the classes in the Music Listening Room using recordings from the library's collection, a piano loaned by the Galperin Music Company, and guest musicians.

Mrs. Margaret Hilliard has been engaged in the preparation of several annotated bibliographies for use by classes at Morris Harvey College, the Adult Education Program, and the extension classes conducted in Charleston by both Marshall College and West Virginia University. The idea behind the preparation of these 30 some bibliographies was not to encourage use of the library by students, for that use already existed, but to encourage the instructors to select for collateral reading titles which their students can obtain here, rather than titles which the library does not own.

Water Damage

Over the week end which ended on February 14, a water pipe on the third floor of the library burst. Water seeped through all floors, but caused most damage to the books in the Boys and Girls Room, and to the books and furniture in the Reference Room. All damage to books and catalog cards was covered by a valuable papers policy. Damage to furniture was not covered. 352 volumes were a complete loss, 137 volumes were sent for rebinding, and 125 volumes were repaired at the library. The books are being replaced, the furniture is being refinished, and the ceiling and walls in both Boys and Girls and Reference Rooms have been repainted.

Staff

The members of the staff have continued to work harmoniously and willingly throughout the year. Everyone benefits from the fine spirit which permeates the staff—the staff mem-

bers themselves, the Librarian and the board, as well as the readers. It is the most precious thing we have.

Except for pages there have been only six resignations and seven appointments during the year. Four clerks left the library—Lois Sally Brogan, Betty Jane Harper, Paula Pfost, and Betty Jo Spurlock. Mr. Peter Pontius, a member of the custodial staff, resigned to build up his health. And Mr. Charles Loudermilk resigned to take a position with the Charleston Gazette as reporter, librarian, and researcher.

Eugenia Lee Albu, Joyce Carlson, Beverley Fleck, and Maxine Mollohan were appointed to fill four of the clerical vacancies. Each has become a valued and dependable member of the clerical force. Dorothy Twohig was reappointed to serve for one year in the Boys and Girls Department before returning to graduate school at Columbia University. Mr. Graves Cavender has joined the janitorial staff. And Miss Frances Gerard has taken over the vacant post in the Reference Department. Her past experience in reference work and her even disposition add to the quality of service provided the public in that department.

Miss Marcella Kramer has served well as reporter for the West Virginia Library Association bulletin, has done display work for several exhibits, and did the art work for the 1953-1954 popular report "What's Inside."

Miss Juliette Bryson has worked with the Kanawha Welfare Council in the preparation of its "Community Services Directory." She has also served as chairman of the Extension Committee and as President of the Public Library Section of the West Virginia Library Association.

Mr. Jerome Foley has served as chairman of a committee to index West Virginia periodicals. He is also a member of the Welfare Council committee studying juvenile delinquency.

All custodial tasks in the library have been listed according to the frequency with which they must be done, and a complete and systematic schedule for the accomplishment of the

work in regular cycles has been prepared for the custodial staff to follow.

A new personnel record card has been designed and put into use. It contains, for each staff member, a complete record of changes in status or pay rate during term of service and a record of the facts bearing upon the person's resignation, as well as names, addresses, experience record and anniversary date for pay increment.

A group of four staff members and the Librarian have prepared a twenty-five minute program on "The Services of the Public Library" for presentation before service clubs and similar organizations. During the year the group appeared before the Dunbar Lion's Club and in Charleston before the Lion's, Civitan, Kiwanis, American Business, and Exchange clubs.

Department Heads Committee

The Librarian and the five department heads met regularly every two weeks for a large portion of the year to discuss library policy and to work on two special projects. The first project was to plan and give to the Library Board an explanation and demonstration of book selection as it is carried on in this library. The second was the preparation of a position classification scheme and a pay plan for the staff.

Library Board

Mrs. H. D. Rummel upon the expiration of her term as a member of the Library Board, on June 30, 1954, was elected an Honorary Member of the board. Mrs. Rummel had served the library for 45 years, since its founding.

The average number of meetings attended during the year by each board member was 5.3 meetings. The average attendance at each of the meetings was 7.5 board members. Measured another way, attendance was 44% of maximum.

All members of the Library Board became active members of the West Virginia Library Association for the year beginning October 1954. This shows an increasing interest on the

part of board members in the activities of the state library association and provides the association with an opportunity to enlarge upon that interest. Eventually it may be possible to organize library directors all over the state into a section of the state library association which could work collectively for better library service in West Virginia.

Salaries

The inequity which exists between the Library and Board of Education pay scales for persons with fifth year degrees has been continued through 1954-1955. At each experience level, teachers receive \$55 more per pay period than do librarians. And the pay period for teachers is four weeks, while for librarians it is one month.

The need for more positions on the staff is very great. The Extension Department requires the addition of one clerk. The Boys and Girls Department needs a second professional librarian. The increases in circulation and in the number of borrowers since the staff was last increased more than justify the addition of two new positions. Registrations are up 16% and circulation is up 59% since the last clerical increase in 1948-1949. Registrations are up 48% and circulation is up 152% since the last professional increase in 1944-1945.

Floor and Shelf Space

While the third floor stands completely empty, the second, first, and basement floors of the library building are overflowing. The obvious solution is to install an elevator and restore the rooms on the top floor to use.

The book shelves on the second floor are closed to the public. This would be an acceptable situation if the books housed there were limited to duplicates and little used volumes, as was the case several years ago. However, due to the crowding of shelving and books on the first floor, increasing numbers of books which should be available on open shelves must be sent to the closed storage areas where they will remain practically unused.

Extension of Services

The staff strongly feels the need for, and any consultant who analyzed our library service would recommend that we plan for, the strengthening of our services to the county outside the city of Charleston. This will be an expensive program because it would involve additional books, staff, transportation and quarters. The American Library Association recommended budget for a library serving 240,000 people is \$360,000 for limited or minimum service, \$540,000 for reasonably good service, and \$720,000 for superior service. Extension and expansion of services on such a scale looks hopeless when viewed as a whole. But it can be divided and subdivided into projects which are manageable when undertaken one after the other. The important thing is to adopt an over-all plan, then to set to work on part one of it.

Air Conditioning

Air conditioning used to be considered a luxury. However, in 1954 and again in 1955 the industry has succeeded, with its concentrated advertisement of window type units, in bringing about a change in the public attitude toward air conditioning. People no longer think of it as a luxury. They have, or aspire to have it in their homes. They expect to have it in hotels and motels. They expect to find it in public buildings.

The public library with its heavy masonry to hold the heat through the night, and its large glass areas to catch the direct sunlight, is unusually uncomfortable during the summer.

The public avoids entering the building. The staff, particularly that portion of it working above the basement level, experiences nausea and a general enervation which makes working unnecessarily unpleasant.

Air conditioning, of at least the public areas in the building, should be incorporated in the budget request for 1956-1957.

Source of Income

The most basic problem facing the Library Board, and indirectly the people of Kanawha County, is the discovery of some

new source of income for the library which will be in addition to the funds now allocated by the Board of Education. Probably the Board of Education will never spend less than \$150,000 on library service. But as funds become available from other sources, such as a levy or appropriations from the city and county authorities, Board of Education funds will be utilized exclusively for service through school libraries and to school children.

As the ratio between property assessment values and actual values improves during the next three years, Boards of Education all over the state will have increasingly more funds with which to operate. The Kanawha County Board of Education will again find it possible to give the library budget increases which will assure gradual growth.

But superior public library service to children and adults cannot be accomplished until a way is found to make substantial increases in the budget. I believe that it should become possible for the three authorities now empowered by state law to maintain public libraries to pool their library funds under a bonded treasurer. I further believe that a tax or levy specifically reserved for public library service ought to be legally provided for in West Virginia.

Attention to the fundamental problem of income cannot be postponed without further postponing the provision of real library service to the people of the county.

Respectfully submitted,

MARK CRUM,
Librarian.

EXPENDITURES

July 1, 1954 - June 30, 1955

Main Library

1. Salaries

Staff salaries \$ 85,468.83

2. Books

Books 26,373.06

Audio-visual material 500.09

Subtotal 26,873.15

Binding 3,149.43

Periodicals 1,700.75

Total 31,723.33

3. Building and Other Expense

Repairs 2,051.55

Salaries—building staff 7,324.02

Printing 362.60

Office supplies 2,805.03

Insurance 1,340.00

Vehicles supplies 951.83

Furniture and Equipment 1,452.37

Service contracts 875.47

Building supplies 272.85

Utilities 4,388.76

Travel 419.00

Memberships 55.00

Contingencies 39.05

Total for building and other expense 22,337.53

TOTAL FOR MAIN LIBRARY \$139,529.69

Garnet Branch 7,500.00

GRAND TOTAL \$147,029.69

APPROPRIATION, OPERATING BUDGET,

FISCAL 1954-1955 \$145,501.00

AMOUNT RECEIVED FROM INSURANCE

COMPANY FOR WATER DAMAGE 1,543.39 \$147,044.39

UNEXPENDED BALANCE \$ 14.70

STATISTICAL REPORT

July 1, 1954 - June 30, 1955

Population served: 239,629 (1950 census).

Agencies: Main library, one branch, one bookmobile serving 42 stops, deposit collections in approximately 332 elementary schools rooms outside Charleston.

BOOK CIRCULATION

	1954/55	1953/54
Lent by Main Library	578,162	406,200
Lent by Bookmobile	93,434	90,634
Totals	671,596	496,834
Adult books lent	160,041	140,661
Juvenile books lent	511,555	356,173
Totals	671,596	496,834
Fiction books lent	522,009	370,191
Non-fiction books lent	149,587	126,643
Totals	671,596	496,834

BOOK STOCK

	1954/55	1953/54*
Number of volumes at end of year	166,810	157,251
Number of volumes added	12,787	12,326
Number of volumes withdrawn	3,228	3,983
Number of periodicals received	364	355
Number of newspapers received	19	19

BORROWERS REGISTERED

	1954/55	1953/54
Total number of registered borrowers	29,130	26,969
Total number registered during year	10,352	9,711
Children estimated to use deposit collections, in addition to the above	11,878	11,546
Time required of staff: 40 hours a week.		
Library open 307 days, 63 hours a week.		

*14 months period from May 1, 1953-June 30, 1954, necessitated by a change in annual report year (May 1-April 30) to coincide with fiscal year (July 1-June 30).

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY

HELD ON
JANUARY 6, 1956

The regular meeting of the Library Board of the Kanawha County Public Library was held on January 6, 1956, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Anderson
Mrs Brown
Dr Cook
Mr Hanson
Colonel Phillips
Dr Pianfetti
Dr Sibley
Mr Young

The Librarian acted as secretary and reported that a quorum was present.

The minutes of the December 9, 1955, meeting were approved.

Librarian's Monthly Report. The Librarian read his report for the month of December. It was ordered received and filed, and the Librarian was instructed to release to the press such parts of it as he saw fit.

Approval of Bills. Colonel Phillips moved, Dr Cook seconding, that the bills (Lists Nos. 374 and 375) for December be approved and transmitted to the Board of Education for payment. The motion passed.

UNFINISHED BUSINESS

1954/1955 Annual Report. The Librarian stated that although an official annual report had been prepared and submitted at the close of the 1954/1955 fiscal year, no copies of it had been printed for distribution to the public.

A popular type annual report consisting primarily of photographs had been planned, but the photographer who had agreed to donate his services, had repeatedly postponed the report in favor of other commercial commitments. The Librarian requested permission to print a conventional annual report for distribution. A motion to that effect was made by Mr Hanson, seconded by Mrs Anderson and passed.

NEW BUSINESS

W. Va. Library Association Membership. The Librarian commented upon the 100% membership in the West Virginia Library Association which the Library Board had had last year. He asked that board members join again this year as a means of supporting the W.V.L.A. and in order to become subscribers to West Virginia Libraries.

Expenditures. The Librarian presented a brief mid-year report on the financial situation of the library. Position vacancies are resulting in an accumulation of a balance in the salaries account which is needed and will be used to offset an over expenditure in the combined Repairs and Maintenance and the Furniture and Equipment accounts. Spending in all other accounts is following the predicted pattern.

Kanawha Valley Technical Council Books Fund. The Librarian reported that the Kanawha Coatings Society had contributed \$30.00 to the Kanawha Valley Technical Council Books Fund bringing the total of that fund to \$365.00. After discussion and expressions of appreciation from members of the Library Board, the President instructed the Secretary to write and send a letter of thanks to the Kanawha Coatings Society.

Dr Cook receipt of Remington Medal. At the request of the Library Board, Dr Cook displayed the Remington Medal which he was awarded on

December 5, 1955 by the New York Branch of the American Pharmaceutical Association. A copy of the citation and a copy of an editorial describing Dr Cook's contributions to pharmacy and to his community, which appeared in the Journal of the American Pharmaceutical Association for November 1955, were ordered to be made a part of the minutes of this meeting.

Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective January 1956, which he stated are in accord with the salary scales:

<u>Name</u>	<u>Effective Date</u>	<u>January Salary Only</u>	<u>Position</u>
<u>Hourly Employees</u>			
Kenneth C. Bland	Jan. 1	\$37.00	Page, Circulation Dept.
Hobart Farrell	Jan. 1	63.75	Page, Circulation Dept.
Marie Ellen Merriman	Jan. 1	39.00	Page, Circulation Dept.
Nancy E. Ringel	Jan. 1	58.50	Page, Circulation Dept.
Criss Snodgrass	Jan. 1	45.00	Page, Circulation Dept.
Marilyn McKnight	Jan. 1	68.25	Page, Boys and Girls Dept.
Patricia Plovanich	Jan. 1	55.50	Page, Boys and Girls Dept.
Alice Ringel	Jan. 1	63.37	Page, Boys and Girls Dept.
John Gibson	Jan. 1	56.25	Page, Extension Dept.
Larry Matheney	Jan. 1	57.00	Page, Extension Dept.
<u>Employment</u>			
Mary Kay Plovanich	Jan. 1	46.50	Page, Boys and Girls Dept.
<u>Temporary Employment</u>			
Thomas DeLauder	Jan. 1	16.10	Temporary Truck Driver
Floyd F. Bowen	Dec. 27	7.50	Substitute Bookmobile Dr.
<u>Salary Changes</u>			
		<u>From-</u>	<u>To-</u>
Mary Greene	Jan. 1	\$149.55	\$154.55
Giacominia Pignato	Jan. 1	139.55	144.55
			Clerk Assistant, Cat. Dept.
			Clerk Assistant, Circ. Dept.

On motion duly made, seconded, and carried all the foregoing changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

Mark E. ...
(Secretary)

John Bay
President

REMINGTON MEDALIST FOR 1955

Dr Roy Bird Cook, whose serious countenance greets us from the front cover of this issue of our Journal, has much in common with the late Joseph P. Remington in whose honor the medal, which Dr Cook is to receive on December 5, has been named.

Professor Remington was a man of many parts and so is Dr Cook. In his day Remington was not only a practicing pharmacist, a teacher, an author and an administrator, but also a student of human nature who retained the common touch as he advanced in his profession. He was a great harmonizer of the views of his contemporaries and very able in securing their cooperation in working together effectively.

As dean of the Philadelphia College of Pharmacy he made outstanding contributions to the development of that institution, but his fame and international reputation probably rest to a greater extent upon his achievements as chairman of the U.S.P. Revision Committee. In that capacity he supplied the leadership by which several decennial revisions of that official compendium were produced through the combined efforts of the medical and pharmaceutical professions.

Roy Bird Cook has earned his laurels in pharmacy by close application to supplying the pharmaceutical services needed by his West Virginia community and to the enforcement of the pharmacy laws of his state. The latter function became his duty when he was first appointed to the West Virginia Board of Pharmacy in 1925, and he has served as secretary and principal law enforcement officer of that Board with distinction ever since. He, like Remington, has impressed his contemporaries with the importance of self-government of the professions through a voluntary observance of stringent codes of ethics, as well as close attention to legal requirements. The National Association of Boards of Pharmacy elected him as its president in 1938.

His manner of speech, pleasing personality and interesting method of presentation of the problems of the day, by drawing upon a vast store of historical information and personal experience, remind one of the factors which made Remington the attractive figure he was to so many pharmacists of his day.

Dr Cook is a versatile man. His avocation is exploring the records of by-gone days in the field of American history. Those who have had the opportunity to read his fascinating accounts of the exploits of "Stonewall" Jackson and other writings know that he is a biographer and historian of note. As a collector and interpreter of manuscripts, books and mementos dealing not only with pharmacy he has won wide acclaim in lay, academic and professional circles. West Virginia University conferred upon him an honorary degree of Doctor of Laws, and many other organizations have honored him. All of this has been to the good of pharmacy.

In Roy Bird Cook the profession has not only a faithful servant who has given much of his life to the advancement of sound standards of pharmaceutical practice but also an able citizen who has impressed other professions, government agencies and men of importance in the affairs of community and state with the wide range of his interests and the extent of the contributions a pharmacist can make to the welfare of his community.

We of the AMERICAN PHARMACEUTICAL ASSOCIATION salute our past president and highly respected co-worker as the New York Branch of the A.P.H.A. is about to confer upon him pharmacy's most distinguished award - the Remington Honor Medal.

Remington Medal Citation
for Roy B. Cook--Dec., 1955

In honoring Dr Roy Bird Cook tonight, we are honoring a scholarly pharmacist of high ideals who during a fruitful and satisfying life has made the many contributions so well presented by the previous speakers.

In making this presentation, there is little for me to say that has not already been better said than I could in the few moments allotted to me. However, I can not refrain from characterizing Dr Roy Bird Cook as primarily a man of the people whose simple philosophy of decency and whose warm personality have left a lasting impact on our profession and upon community life in general. He, more than anyone else in our generation, has demonstrated that the practicing pharmacist is the key to good public relations.

I herewith present the thirty-second Remington Honor Medal to Roy Bird Cook of Charleston, West Virginia who through many years has so well served the pharmacy needs of his area, able and influential citizen, distinguished laureate, biographer and historian, faithful State official with firm but understanding insistence for sound pharmaceutical practice and ethics, a modest person of tremendous capabilities which have received wide acclaim and recognition in lay academic and professional circles, a man who on many occasions with simple eloquence and clear thought has richly expressed his love for his fellow man, his profession, his community and his country.

Hugo H. Schaefer

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY

HELD ON
FEBRUARY 10, 1956

The regular meeting of the Library Board of the Kanawha County Public Library was held on February 10, 1956, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Anderson
Mr Hanson
Judge Hudson
Mr Kleeman
Dr Pianfetti
Mrs Thomas
Mr Williamson

The Librarian acted as secretary and reported that a quorum was present.

The minutes of the January 6, 1956, meeting were approved.

Librarian's Monthly Report. The Librarian read his report for the month of January. It was ordered received and filed, and the Librarian was instructed to release to the press such parts of it as he saw fit.

Reports of Committees. There were no committee reports.

Approval of Bills. Mr Hanson moved, Judge Hudson seconding that the bills (Lists No. 376 and 377) for January be approved and sent to the Board of Education for payment. The motion passed.

UNFINISHED BUSINESS

Annual Report. The Librarian announced that an annual report covering fiscal 1954/1955 had been printed and mailed to 533 people. 625 copies were printed at a cost of \$72.50.

Children's Museum. The Librarian read a copy of a personal letter addressed to the Director of the Children's Museum, in which he described the future use of the space in the library building which might be made by the museum and the library. The President asked that a copy of the letter and a copy of the written agreement under which the museum originally took space in the building be provided him for study.

NEW BUSINESS

Advanced Seminar for Library Administrators. The Librarian described the course content and program for a seminar to be held at Rutgers University from April 9 to May 18, 1956. He stated that he had been accepted for admission and that he had been given a grant of \$150 to cover the cost of tuition. The Librarian asked permission of the Library Board to be absent from the library in order to attend the seminar from April 9 to May 18.

The Librarian withdrew from the meeting while the matter was considered.

Mr Kleeman moved, Mr Hanson seconding, that the Librarian be granted permission to be absent from the library without loss of pay to attend the Advanced Seminar for Library Administrators at Rutgers University from April 9 - May 18, 1956. All of the members voted for the motion. The Librarian then returned to the meeting.

Position Vacancies. Progress in filling the vacant positions for a Circulation Librarian and an Extension Librarian was reported on by the Librarian. An applicant for the circulation position has visited the library and is to inform the librarian of his acceptance or rejection of an offer to join the staff. An applicant for the extension position is not available until July 1. A continuing effort will be made to locate additional applicants for this position who might be available before July 1.

The Librarian read a letter of resignation from Mr Foley who will leave the library on March 3 to take a library position with General Electric in Cincinnati. An attempt will be made to fill this vacancy by promoting a person now on the staff. Then advertisements will be placed for the vacancy thus created.

Increase in Clerical Time. The Librarian requested permission to increase the number of clerical positions in the Circulation Department from 3½ to 4, citing the increased circulation being handled by that department, and stating that the \$350 salary expenditure involved could be paid from funds accumulated as a result of position vacancies. Permission for the increase in clerical time was granted upon motion by Mr Kleeman, duly seconded and passed.

Special Committee on Library Income. The president reviewed briefly the general financial situation of the library and stated that the board should give serious study to the problem of obtaining money for the operation of the library.

Mrs Anderson moved that the following resolution be adopted:

RESOLVED, That the following Special Committee be appointed to study the problem of financing public library service in Kanawha County, namely,

John V. Ray, Chairman
Arthur Hanson
Sydney M. Kleeman
Virgil L. Flinn
Charles A. Williamson

The motion was seconded by Judge Hudson, and upon a vote being taken the motion was carried.

Long Overdue Books. The Librarian stated that 375 long overdue loans from 1954 and 1955 are recorded in the Circulation Department. He reviewed

methods which have been tried in libraries for effecting the return of long overdue books, pointing out that the costs of the campaign invariably exceed the value of the books returned. After discussion, during which the proposal for a two-week fine-free amnesty period was rejected, it was decided that these long overdue volumes could be withdrawn from the inventory record after three notices had been sent and after the circumstances indicated that the Library had little chance of reaching the borrower or of having the books returned, other than through extraordinary or drastic action.

Visit of Miss Eileen Colwell. Miss Colwell, English librarian, superior story teller, and authority on children's literature will be in the United States in June 1956. The Librarian recommended that she be invited to tell stories and to talk to adults at the Kanawha County Public Library, pointing out the benefits to the library and its users which will result from such a visit. It was moved by Mr Williamson, seconded by Mrs Anderson that Miss Colwell be invited to visit our library and that her expenses be paid up to a maximum of \$100.

Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective February 1956, which he stated are in accord with the salary scales:

<u>Name</u>	<u>Effective Date</u>	<u>February Salary Only</u>	<u>Position</u>
<u>Hourly Employees</u>			
Kenneth Bland	Feb. 1	\$38.25	Page, Circulation Dept.
Hobart Farrell	Feb. 1	56.25	Page, Circulation Dept.
Marie Ellen Merriman	Feb. 1	37.50	Page, Circulation Dept.
Nancey E. Ringel	Feb. 1	56.25	Page, Circulation Dept.
Marilyn D. McKnight	Feb. 1	46.50	Page, Boys and Girls Dept.
Christine Snodgrass	Feb. 1	56.25	Page, Circulation Dept.
Mary Kay Plovanich	Feb. 1	48.75	Page, Boys and Girls Dept.
Patricia Plovanich	Feb. 1	66.00	Page, Boys and Girls Dept.
Alice Ringel	Feb. 1	61.50	Page, Boys and Girls Dept.
John Gibson	Feb. 1	56.25	Page, Extension Department
Larry Matheney	Feb. 1	57.00	Page, Extension Department

<u>Resignation</u>	<u>Effective Date</u>	<u>February Salary Only</u>	<u>Position</u>
Eunice Boehm	Feb. 15	\$40.04	Clerk Assistant, Circ. Dept.
Bernard Asbury	Feb. 6	36.10	Janitor

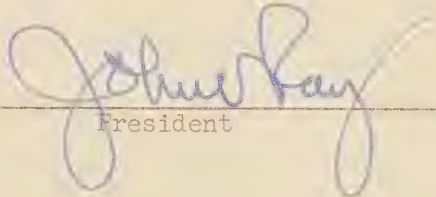
<u>Temporary Employment</u>			
Thomas DeLauder	Feb. 1	11.50	Truck Driver
Mary Ellen FitzGerald	Feb. 1	7.50	Page, Boys and Girls Dept.

<u>Employment</u>		<u>Salary Month-To-Month Basis</u>	
Carolyn Smith	Feb. 1	\$69.50	Clerk Assistant, Circ. Dept.
Alice Wilkerson	Feb. 16	\$69.50 (\$33.36 for Feb. only)	Clerk Assistant, Circ. Dept.
Harold Prunty	Feb. 21	\$180.55 (\$57.76 for Feb. only)	Janitor

<u>Salary Changes</u>		<u>Salary Changes From- To-</u>	
Ninnetta Mae Thomas	Feb. 1	\$157.55 \$162.55	Special Clerk, Ext. Dept.

On motion duly made, seconded, and carried all the foregoing changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.


 President


 Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

MARCH 2, 1956

The regular meeting of the Library Board of the Kanawha County Public Library was held on March 2, 1956, at 4:00 p.m. in the Board Room of the Library

The following members were present:

Mr Ray, President
Mr Flinn
Mr Hanson
Colonel Phillips
Dr Riggleman
Mrs Thomas
Mr Williamson

The Librarian acted as secretary and reported that a quorum was present.

The minutes of the February 10, 1956, meeting were approved.

Librarian's Monthly Report. The Librarian read a report which described the continuing rise in circulation and in number of registered borrowers which the library is experiencing. He explained that this increased use produced a need for more staff, more books, and more space. The report also contained an account of the activities in each of the departments of the library for February 1956. The report was ordered received and filed and the Librarian was instructed to have published such parts of it as he saw fit to publish.

Approval of Bills. Mr Flinn moved, Dr Riggleman seconding, that the bills (Lists Nos. 378 and 379) for February be approved and transmitted to the Board of Education for payment. The motion passed.

UNFINISHED BUSINESS

Position Vacancies. The Librarian reported on three vacancies which exist in the professional staff. The Extension Department position is still vacant. However, Miss Dorothy Francis will visit the library on March 6 to be interviewed for it.

The Librarian reported that Mr Theodore Rands of Jamestown, New York, had been interviewed for the vacant position in the Circulation Department, and he recommended that Mr Rands be appointed to that vacancy. It was moved by Mr Hanson, seconded by Mr Kleeman and unanimously

RESOLVED, That Mr Theodore Rands be appointed Circulation Librarian effective March 19, 1956, at an annual salary of \$3,595.08.

The Librarian also reported that Mr M. Jerome Foley had resigned as Chief Reference Librarian, effective March 14 to take a position with the General Electric Company. The Librarian recommended that Miss Frances Gerard who is now serving as Reference Librarian be promoted to Chief Reference Librarian. It was moved by Mr Hanson, seconded by Mr Kleeman and unanimously

RESOLVED, That Miss Frances Gerard be promoted from Reference Librarian to Chief Reference Librarian effective March 15, 1956, at an annual salary of \$4,252.80.

Increase in Clerical Time. The Librarian reported that the clerical time in the Circulation Department had been increased from $3\frac{1}{2}$ to 4 full time positions as authorized at the last meeting of the Library Board.

Visit of Miss Eileen Colwell. The Librarian read a letter in which Miss Colwell accepted the invitation to visit our library and expressed her gratitude for the honorarium voted her.

Parking Lot. The President reported that a new arrangement had been made with Mr Robinson for the lease of the library's parking lot. The

agreement provides the parking of library trucks and staff cars, and for a monthly rental payment of \$175.00.

NEW BUSINESS

Increase in Page Time. The Librarian requested permission to increase the total number of hours worked by pages in the Circulation Department from 78 to 84 per week. He stated that this increase in time was necessary in order to handle the increased book load in the department, that the present staff was working at or near capacity, and that money is available in the budget to pay for the additional time. It was stated that this is to be a permanent change. Colonel Phillips moved, Mr Williamson seconding, that the hours worked by pages in the Circulation Department be increased from 78 to 84 per week. The motion passed.

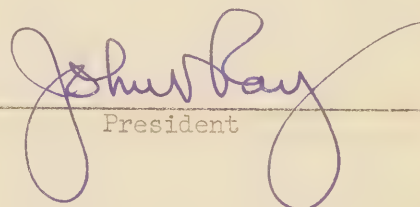
Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective March 1956, which he stated are in accord with the salary scales:

<u>Name</u>	<u>Effective Date</u>	<u>March Salary Only</u>	<u>Position</u>
<u>Hourly Employees</u>			
John Gibson	March 1	\$60.75	Page, Extension Department
Larry Matheney	March 1	58.50	Page, Extension Department
Marilyn Dee McKnight	March 1	63.00	Page, Boys and Girls Dept.
Mary Kay Plovanich	March 1	51.75	Page, Boys and Girls Dept.
Patricia Plovanich	March 1	55.50	Page, Boys and Girls Dept.
Alice Rose Ringel	March 1	69.37	Page, Boys and Girls Dept.
Hobart Farrell	March 1	60.75	Page, Circulation Dept.
Marie Ellen Merriman	March 1	21.00	Page, Circulation Dept.
Nancy E. Ringel	March 1	60.75	Page, Circulation Dept.
Christine Snodgrass	March 1	63.75	Page, Circulation Dept.
<u>Resignations</u>			
M. Jerome Foley	March 14	171.36	Chief Reference Librarian
Kenneth Bland	Feb. 29	No check due him	Page, Circulation Dept.
Nancy Matheney	March 24	112.35	Clerk Assistant, Catalog Dept.
<u>Substitute Employment</u>			
Margaret L. Gorrell	March 1	16.50	Page, Circulation Dept.
Mary Ellen FitzGerald	March 1	16.50	Page, Boys and Girls Dept.

<u>Name</u>	<u>Effective Date</u>	<u>Salary Change</u> <u>From- To-</u>	<u>Position</u>
Frances Gordon	March 1	\$327.00 \$334.40 (\$350.97 for March only)	From Reference Librarian to Chief Reference Librarian
Theodore Rands	March 19	\$299.59 (for March only pay \$133.08)	Circulation Librarian
Thomas E. Whaley	March 1	60.75	Page, Circulation Dept.

On motion duly made, seconded, and carried all the foregoing changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.


President


Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY

HELD ON
APRIL 6, 1956

The regular meeting of the Library Board of the Kanawha County Public Library was held on April 6, 1956, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Brown
Dr Cook
Mr Flinn
Mr Hanson
Mr Kleeman
Colonel Phillips
Dr Riggleman
Mrs Thomas
Mr Williamson

The Librarian acted as secretary and reported that a quorum was present.

The minutes of the March 2, 1956, meeting were approved.

Librarian's Monthly Report. The Librarian read his report on the activities of the library for the month of March. It was ordered received and filed.

Reports of Committees. A report of the Special Committee on Library Income was held until after the completion of the other business.

Approval of Bills. Mr Flinn moved, Colonel Phillips seconding, that the bills (Lists Nos. 380 and 381) for March be approved and sent to the Board of Education for payment. The motion passed.

UNFINISHED BUSINESS

Position Vacancies. The Librarian reported that Miss Dorothy Francis of Richmond, Virginia, had applied for appointment to the staff, had been

interviewed, and was thought to be a highly suitable person for the vacancy in the Extension Department. It was moved by Mr Hanson, seconded by Mr Flinn, and unanimously

RESOLVED, That Miss Dorothy Francis be appointed Extension Librarian effective June 4, 1956, at an initial salary of \$3,595.

NEW BUSINESS

AIA Summer Conference. The Librarian stated that two staff members, Miss Alderson and Miss Kramer have indicated a desire to attend the AIA summer conference this year. It was moved by Mr Flinn, seconded by Mr Kleeman and unanimously

RESOLVED, That the expenses of the Librarian be paid and that an allowance of \$75 each for two additional staff members be given for attendance at the AIA summer conference, June 17-23, 1956.

Acting Librarian. The Librarian reported that Miss Juliette Bryson, Chief Circulation Librarian, would serve as Acting Librarian during his absence April 9-May 18.

There being no further new business the President called upon Mr Flinn for the report of the Special Committee on Library Income. A copy of the report is attached.

After discussion and following several expressions of appreciation to Mr Flinn for his preparation of the report it was moved by Colonel Phillips, seconded by Dr Riggleman and unanimously

RESOLVED, That the Special Committee on Library Income heretofore appointed be directed to request the County Court of Kanawha County and the Mayor and Common Council of the City of Charleston to furnish a part of the funds required to provide proper library service to the citizens of Charleston and Kanawha County, supplementing the funds made available for that purpose by the Board of Education of Kanawha County; and

RESOLVED FURTHER,

That the said Special Committee be vested with full authority and discretion to take such steps as may be deemed desirable by it in order to effectuate the granting of the aid sought.

Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective April 1956, which he stated are in accord with the salary scales:

<u>Name</u>	<u>Effective Date</u>	<u>April Salary Only</u>	<u>Position</u>
<u>Hourly Employees</u>			
Hobart Farrell	April 1	\$56.25	Page, Circulation Department
Marie Ellen Merriman	April 1	37.50	Page, Circulation Department
Nancy E. Ringel	April 1	56.25	Page, Circulation Department
Christine Snodgrass	April 1	56.25	Page, Circulation Department
Thomas Whaley	April 1	56.25	Page, Circulation Department
Marilyn Dee McKnight	April 1	30.71	Page, Circulation Department
Mary Kay Plovanich	April 1	39.75	Page, Boys and Girls Dept.
Patricia Plovanich	April 1	52.50	Page, Boys and Girls Dept.
Alice Ringel	April 1	61.87	Page, Boys and Girls Dept.
John Gibson	April 1	56.25	Page, Boys and Girls Dept.
Larry Matheney	April 1	57.00	Page, Boys and Girls Dept.

Employment

Josephine Ann Campolio	April 1	139.55	Clerk Assistant, Circ. Dept.
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Substitute Employment

Mary Ellen FitzGerald	April 1	55.50	Page, Boys and Girls Dept.
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Resignation

Theodore Rands	April 28	287.52	Librarian Assistant, Circulation Department
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On motion duly made, seconded, and carried all the foregoing changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

Mark Green
Secretary

John Ray
President

REPORT OF SPECIAL COMMITTEE

ON

FINANCING LIBRARY SERVICES

BY

VIRGIL L. FLINN

SUPERINTENDENT OF KANAWHA COUNTY SCHOOLS

Introduction

School finance in West Virginia is a complex subject. Not many persons have taken the time to thoroughly inform themselves as to why it is difficult to finance the schools. All too many persons do not care to hear the subject discussed. However, adequate finance is basic to the educational program we all desire for the children, and it is imperative that we fully understand the situation in West Virginia and particularly Kanawha County. Without such understanding it is impossible to act wisely on the various proposals which are being made for a solution of the problem.

History of the Problem

In order to fully understand present-day school finance problems in West Virginia one must know something of the background creating the problem.

Before the County Unit Law of 1933 the control of education affairs was lodged with the District Boards of Education. In all there were 398 districts in West Virginia. Fifty-four of these districts were "Independent" and 344 "Magisterial Districts."

Under the present county unit system the authority for the control of education is lodged in a county board of education. The County Unit Law reduced the number of boards from 398 to 55. The total number of board members was reduced from 1300 to 275.

It is not easy to realize just what a major change of this nature meant in the administration of a state school system. Let us examine its effects on

school finance. The county unit bill transferred all property to the county, but left the school bonded indebtedness as an obligation of the district that had formerly incurred it. Herein we recognize one of the apparent injustices of the bill but it was deemed as unconstitutional to do otherwise. The bill gave the county board authority to levy taxes on the property of the entire county. At one stroke it reduced the variations of wealth back of the pupils in the various districts very materially. Whereas, the range of taxable wealth back of each child varied under the districts of the state from 1 to 17; under the county unit it varied as 1 to 4.

In this connection we need to point out that previous to the adoption of the county as the unit of school administration and school support, the state of West Virginia had passed a constitutional amendment limiting levies on property. This amendment was one of the most drastic tax limitation amendments, if not the most drastic, to be found in any state of the union. No one can thoroughly comprehend the present status of school finances in West Virginia who does not follow through the effects of this constitutional amendment.

The Tax Limitation Amendment reduced revenue from property taxes for all purposes from \$50,607,489 in 1931 to \$27,043,786 in 1933.

The Tax Limitation Amendment set the following rates:

Class 1. Tangible personal property -- \$.50.

Class 2. Property used by owner for residential purposes -- \$1.00.

Class 3. All property outside of municipalities, exclusive of Class 1 and 2 -- \$1.50.

Class 4. Property inside municipalities, exclusive of Class 1 and 2 -- \$2.00.

After the amendment froze the rates on the various classes of property, it was the function of the legislature to allocate rates to the various governmental bodies.

Under the first bill, known as House Bill 314, debt service was not included in the allocation of rates. Under this bill the schools could have levied for current expense purposes \$16,200,000. The Supreme Court declared this bill unconstitutional.

The legislature was called into extra session and another bill was passed which provided that the state could assume debt charges. This bill was declared unconstitutional.

The legislature was trying to find a way to use the maximum amount of the rates authorized by the amendment, realizing that social services could not be provided by local taxation without full use of authorized rates for current expense purposes.

The legislature met in extraordinary session and passed House Bill 234 which provided that 30 per cent of the authorized rates was to be used for debt service and 70 per cent for current expense purposes. This bill was declared unconstitutional.

For schools alone revenue dropped from \$16,200,000, which could have been realized under House Bill 314, to \$8,800,000 the amount that could be raised under House Bill 234.

The immediate result of reducing the revenue formerly obtained from local property assessments was to increase the revenue secured from other sources. As in most states the main sources of revenue other than property are in the hands of the state. In West Virginia the main source of revenue used to replace the reduction in revenue from taxes on property has been the consumers sales tax. Since the state is the unit, we may say, for the sales tax provisions, the effect of the amendment was to transfer the power to raise practically one-half of the school revenues from the local districts to the state. The details of the distribution of the state's share of school revenue need not be discussed here. We mention it here

merely to show its effect upon the authority of the county board of education. What the county unit of school control would mean were county boards unlimited in their authority to levy taxes can only be surmised. Certainly it would be very different from what it is in West Virginia where their control over school revenues is vitally affected. Except as school officials can indirectly affect state legislation their influence on school funds is decidedly limited.

The amendment had another effect which should be understood. Since all districts (counties) must now look to the state to finance a part of the school program some counties began to further depress property values because they saw that the less they contributed to their foundation program the more the state would have to contribute. To correct this situation, although many inequities had already crept into the tax system, the legislature in 1938 passed a law to the effect that a county, for purposes of computing its local share of the foundation program, must use assessment figures as of 1938. In other words, counties which persisted in further depressing property values would be penalized in the amount of state aid they might receive.

We should also be familiar with the allocations of levy rates from 1933 to the present time and the effect on school finances.

The rates authorized in 1933 were:

	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>	<u>Class 4</u>
State Debt	2	4	8	8
State Current	1	1	1	1
County Debt	2	4	8	8
District Debt	4.25	8.5	17	17
County Current	9.4	18.7	37.5	37.5
School Debt	3	6	12	12
School Current	15.85	32.8	66.5	66.5
Municipal Debt	3.75	7.5	-	15
Municipal Current	<u>8.75</u>	<u>17.5</u>	<u>-</u>	<u>35</u>
Total	\$.50	\$1.00	\$1.50	\$2.00

You see from the foregoing that practically all counties were reduced to

a dead-level of uniformity. Many counties became secondary or supplemental-aid counties.

You also see that there was no provision for setting aside anything for permanent improvement, and the voting of bonds became extremely hazardous.

Kanawha limped along until 1937 when the schools had about reached rock-bottom. Salaries were low; no supplies could be furnished; buildings were in a bad state of repair, and buildings were generally overcrowded.

In 1937 Kanawha voted a \$2,200,000 bond issue and a special three-year levy of 22 per cent -- part of the proceeds going for increases in teachers' salaries and the rest for interest and sinking fund charges for the bond issue.

Had the bond issue passed and the levy failed, the county would have been thrown into a disastrous position because bond charges would have had to come from the current expense revenues. This did happen in another county -- a condition from which it has not yet recovered.

In 1938 the county voted another extra levy of 28 per cent for two years, bringing the extra levies up to the constitutional maximum of 50 per cent. (Only on current expense -- not on Debt or Permanent Improvement.)

On February 16, 1938, the rates of levy were changed by the legislature.

The new rates are:

	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>	<u>Class 4</u>
State Current	.25	.5	.1	.1
County Current	9.4	18.8	37.6	37.6
County Debt	.75	1.5	3.0	3.0
District Debt	4.15	8.3	16.6	16.6
School Current	19.6	39.2	78.4	78.4
School Debt	1.85	3.7	7.4	7.4
Permanent Improvement	1.5	3.0	6.0	6.0
Municipal Current	9.5	19.0	-	38.0
Municipal Debt	<u>3.0</u>	<u>6.0</u>	<u>-</u>	<u>12.0</u>
Total	\$.50	\$1.00	\$1.50	\$2.00

You will notice a new rate for permanent improvement. Under the new rate

Kanawha could levy approximately \$116,715 while our charges on the \$2,200,000 issue were approximately \$116,380.

Therefore, we were assured of money to pay the charges on the outstanding bond issue, but we could realize nothing from the permanent improvement fund, as such, for building purposes because it was now being used for an outstanding debt.

The 22 per cent extra levy of 1937 and the 28 per cent extra levy of 1938 both expired in 1940. A 50 per cent levy was voted in 1943 which expired June 30, 1946. Another 50 per cent levy was voted in 1946 which expired in 1949. Each three years since 1949 Kanawha County has voted special levies for current expense purposes to supplement teachers' salaries, operate the Public Library, and increase the maintenance program.

The levy rates were again changed by House Bill 179, Regular Session 1949, as follows:

	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>	<u>Class 4</u>
	Rate on Each One Hundred Dollars Valuation			
State Current	.25	.5	1	1
County Current	11.9	23.8	47.6	47.6
County Debt	.25	.5	1	1
District Debt	2.15	4.3	8.6	8.6
School Current	21.1	42.2	84.4	84.4
School Debt	.35	.7	1.4	1.4
School Permanent Improvement	1.5	3	6	6
Municipal Current	11	22		44
Municipal Debt	<u>1.5</u>	<u>3</u>	<u> </u>	<u>6</u>
Total	\$.50	\$1.00	\$1.50	\$2.00

You will notice that the schools benefited by the change in rates, particularly in the rates allocated to School Current Expense - Class 1 19.6 to 21.1; Class 2 39.2 to 42.2; Class 3 and Class 4 78.4 to 84.4.

Although the new legislation helped in the matter of current expense, the problem of providing physical facilities was still acute and was only partially solved when the state, on November 7, 1950, voted favorably on a School Bond Amendment which permitted county boards of education to exceed the constitutional rates

for servicing interest and sinking fund charges for a building program up to 3% of the assessed valuation. It was under this provision that the county authorized, on November 27, 1951, a bond issue of \$9,950,000 for the improvement of school plant facilities in Kanawha County.

Financing The Public Library

For our purposes here, there is no need to go into detail as to how the Library was originally planned and placed in operation. Suffice it to say, that in the beginning, through donations, grants, and public subscriptions, some money was raised to purchase a lot and establish a library.

After the Capitol site was changed from the downtown section to its present location, the old Supreme Court building, now the Library building, was purchased partly by the funds aforementioned and the Charleston Independent District Board of Education created a debt for the remaining purchase price. Later the Kanawha County Board of Education, with an expenditure of something over \$40,000, wiped out the remaining indebtedness. As far back as 1937 there was some discussion at Board of Education meetings as to the feasibility of closing the Library. However, when the Magisterial and Independent Districts were wiped out by legislation, all properties became the property of the newly created County Unit of School Administration. There was a feeling among the people in the cities that the County Unit of School Administration would not or could not function without the services formerly enjoyed under the Magisterial and District plan of school administration being materially reduced. Boards of Education wanted to prove that these conjectures on the part of citizens were not necessarily so, and part of the proof would be to operate all services formerly enjoyed at increased efficiency.

Any impartial examination of the budgets of the Library from 1937 to date would indicate that the Board of Education in Kanawha County, with its limited resources, has been very liberal in supplying the funds for the operation of the

Kanawha County Public Library. However, it is an established fact that in most categories of library services, West Virginia, as a State, ranks very close to the bottom. In only a few centers, such as Huntington, Charleston, Parkersburg, and a few others, could it be said that there is a minimum essential library program. With a rigid constitutional amendment limiting taxes, with no provision for special levies for library services, the financing of the Library has been and will be an increasingly difficult problem if some steps are not taken in the near future to alleviate the present financial stringency.

Chapter 10, West Virginia Code of 1955, Article 1, Public Libraries, Section 627, reads as follows:

"The term, "public library" as used in this article shall be construed to mean a library maintained wholly or in part by any governing authority from funds derived by taxation and the services of which are free to the public The term "governing authority" shall be construed to mean county court, county board of education or the governing body of any municipality."

Section 628 reads as follows:

"A governing authority, either by itself or in cooperation with one or more other such governing authorities, shall have the power to establish, equip and maintain a public library, or to take over, maintain or support any public library already established. Any library established, maintained or supported by a governing authority may be financed either (1) by the appropriation from the general funds of the governing authority of a sum sufficient for the purpose, or (2) by the imposition of an excess levy for library purposes, in accordance with the provisions of section sixteen, article eight, chapter eleven, of the Code."

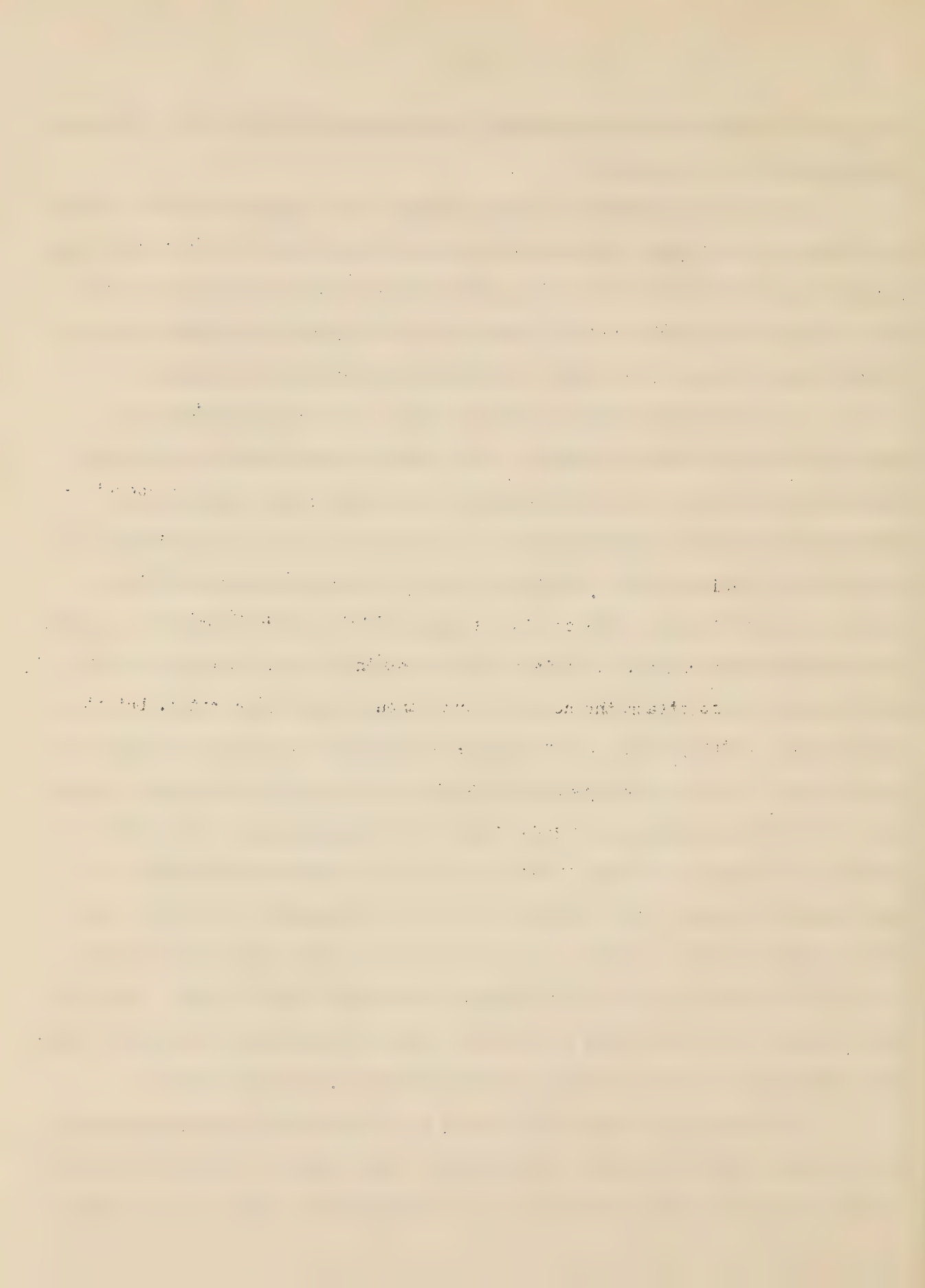
From the foregoing provisions of the statute it is apparent that the city or cities, the school board, and the county court could enter into a joint

arrangement whereby the services offered by the Library could not be only increased but operated more efficiently.

As a temporary solution to this problem, it is suggested that the problem be laid before the Finance Committee of the City of Charleston and the County Court, and that the School Board, who has supported the entire services since 1933, be kept informed of the efforts of the Library Board to increase the revenues at the Library Board's disposal, and also to increase the services of the Library.

For a long-time solution of this problem, it is suggested that the machinery be put in motion to present to the people of West Virginia a constitutional amendment which would permit boards of education, county courts, and municipalities jointly, or individually, to exceed their allotted rates under the constitutional amendment for a sufficient amount to establish adequate library services in West Virginia. This is not a suggestion to alter basically the present tax structure or to attack the constitutional amendment limiting rates, but it is simply another step in the same direction, which has already been taken after the constitutional amendment was passed, authorizing boards of education to exceed the constitutional rates to improve physical facilities in a sufficient amount to take care of the interest and sinking fund charges on a bond issue up to 3% of the assessed valuations in a county. This last suggestion would unquestionably be a long laborious process, but it has been done and the initiative for doing so was taken in Kanawha County. There is no good reason why another step in the right direction would meet with defeat if properly explained to the citizens. There is an old adage to the effect that the American people are sympathetic with that which they understand and pessimistic about that which they do not understand.

In November the people will vote on two other constitutional amendments - (1) to permit boards of education to exceed the constitutional rates to take care of the interest and sinking fund charges on bond issues for school plant purposes



up to 5% of the assessed valuation, and (2) to increase the present excess levy rates from 50% to 100%.

Any expansion, renovation, or alteration of the present Library physical facilities, since the title to the property is held by the Board of Education of the County of Kanawha, would have to be done from proceeds of a bond issue for school purposes in Kanawha County. We had hoped to get something in the last bond issue for the improvement of the physical facilities but our surveys showed that we needed a plant expansion of approximately \$18,000,000 but only about \$11,000,000 were available through bond issues. Therefore, a program of \$9,950,000 was eventually settled upon, which left quite a backlog of unfinished, untouched projects in this county.

It is hoped from this resume about the finance problem, and the suggestions, that the Library Board will have something a little more tangible as a basis for its discussion of the possibility of improving the financing of the Public Library.

VLF:mk

April 4, 1956

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY

HELD ON
MAY 4, 1956

The regular meeting of the Library Board of the Kanawha County Public Library was held on May 4, 1956, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Brown
Dr Cook
Mr Hanson
Judge Hudson
Colonel Phillips
Dr Sibley
Mrs Thomas

Miss Bryson acted as secretary in the absence of the Librarian and reported that a quorum was present.

The minutes of the April 6, 1956, meeting were approved.

Acting Librarian's Monthly Report. The Acting Librarian read her report on the activities of the library for the month of April. It was ordered received and filed, and the Acting Librarian was instructed to release to the press such parts of it as she saw fit.

Approval of Bills. Dr Cook moved, Colonel Phillips seconding, that the bills (Lists Nos. 382 and 383) for April be approved and sent to the Board of Education for payment. The motion passed.

UNFINISHED BUSINESS

Position Vacancies. The Acting Librarian reported that no results had been obtained from letters she had sent to applicants. Several of these

applicatns did not meet the qualifications established by the Library Board so were not eligible for appointment.

NEW BUSINESS

Social Security. The Acting Librarian reported that a letter had been received from the Board of Education, dated April 13, 1956, which stated that a question had been raised about the library employees' eligibility for social security. Attached to the letter was a legal opinion of Messrs. Woodroe and Kizer, attorneys for the Board of Education, which the Acting Librarian forwarded to Mr Ray for his consideration. In the meantime Mr Ray has been advised by Mr C. W. Gentry, Chief Clerk of the Board of Education, that the matter has been satisfactorily settled, the employees of the library are now included in the social security coverage and the Library Board need give no further consideration to the letter of April 13, 1956.

Library Board Members. The Acting Librarian reported that membership terms on the Library Board would expire June 30, 1956 for Mrs Margaret Anderson, Virgil L. Flinn and R. L. Sibley. On motion of Judge Hudson, seconded by Colonel Phillips and carried, it was

RESOLVED, That Mrs Margaret Anderson and Virgil L. Flinn, both of Charleston, and R. L. Sibley, of South Charleston, be nominated for re-election to the Board of Directors of the Kanawha County Public Library for regular terms beginning July 1, 1956 and ending June 30, 1962; and that said nominations be sent to the Board of Education with the recommendation that the nominees be elected.

Personnel and Salary Changes. The Acting Librarian reported the following personnel and salary changes effective May 1956, which she stated are in accord with the salary scales:

<u>Name</u>	<u>Effective Date</u>	<u>May Salary Only</u>	<u>Position</u>
<u>Hourly Employees</u>			
Hobart Farrell	May 1	\$71.25	Page, Circulation Dept.
Nancy Ringel	May 1	66.00	Page, Circulation Dept.
Thomas Whaley	May 1	61.50	Page, Circulation Dept.
Larry Matheney	May 1	62.25	Page, Extension Dept.
Marilyn Dee McKnight	May 1	57.00	Page, Boys and Girls Dept.
Mary Kay Plovanich	May 1	58.12	Page, Boys and Girls Dept.
Alice Rose Ringel	May 1	64.50	Page, Boys and Girls Dept.
<u>Resignations</u>			
Janet Donohoe	May 7	32.22	Clerk Assistant, Circ. Dept.
Giacomina Pignato	May 23	108.23	Clerk Assistant, Circ. Dept.
John Gibson	April 30	(pay $\frac{1}{2}$ day for 5/23)	Page, Extension Department
Marie Ellen Merriman	April 30	No check due her	Page, Circulation Dept.
<u>Employment</u>			
Paul Watson	May 1	60.75	Page, Extension Department
Donald Greenlee	May 1	40.50	Page, Circulation Department
<u>Temporary Employment</u>			
Mary Ellen FitzGerald	May 1	46.00	Page, Boys and Girls Dept.
Thomas DeLauder	May 1	46.00	Truck driver
Eunice Boehm	May 1 (1 day only)	5.55	Clerk Assistant, Circ. Dept.
<u>Salary Changes</u>			
		<u>Salary Change</u>	
		From- To-	
Harold Prunty	April 1	\$180.55 \$190.55	Janitor
		(\$200.55 for May only)	
Frances Gerard	May 1	\$354.40 \$327.00	From Chief Reference to
		(\$301.84 for May only)	Reference Assistant
<u>Promotion</u>			
Christine Snodgrass	May 23	56.25 139.55	From Page to Clerk Asst.
		(\$82.59 for May only)	

On motion duly made, seconded, and carried all the foregoing changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

Juliette Bryson
Acting Secretary

John W. Kay
President

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

JUNE 8, 1956

The regular meeting of the Library Board of the Kanawha County Public Library was held on June 8, 1956, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Dr Cook
Mr Hanson
Colonel Phillips
Dr Pianfetti
Dr Sibley
Mr Williamson

The Librarian acted as secretary and reported that a quorum was present.

The minutes of the May 4, 1956, meeting were approved.

Librarian's Monthly Report. The Librarian read his report on the activities of the library for the month of May. It was ordered received and filed and the Librarian was instructed to publish such parts of it as he saw fit to publish.

Approval of Bills. Dr Cook moved, Colonel Phillips seconding, that the bills (Lists Nos. 384 and 385) for May be approved and sent to the Board of Education for payment. The motion passed.

UNFINISHED BUSINESS

Position Vacancies. The Librarian reported that the library has vacancies in the Chief Reference Librarian and in a Circulation Librarian positions. He stated that Miss Ivy Hardin, age 61, now Supervisor of Institutional

Libraries for the state of Kentucky, was an applicant for the Chief Reference Librarian position. Miss Hardin meets the education and experience requirements for the job, has been interviewed at the library, and has indicated a desire to join the staff. The Librarian recommended that she be appointed.

It was moved by Colonel Phillips, seconded by Mr Williamson and unanimously

RESOLVED, That Miss Ivy Hardin be appointed Chief Reference Librarian effective July 16, 1956, at an initial salary of \$4,252.

NEW BUSINESS

Nominating Committee for Library Officers. A nominating committee, consisting of Colonel Phillips, chairman, Dr Pianfetti and Dr Cook, members, was elected, and it was instructed to report to the Library Board at the annual meeting in July, a nominee for each of the offices of President, Vice-President and Secretary of the Library Board.

Resolution On the Life and Service to the Library of Judge Arthur P. Hudson. Upon motion by Dr Cook, seconded by Dr Pianfetti, the following resolution was adopted unanimously.

WHEREAS, In the death of Judge A. P. Hudson, May 21, 1956, this Board, the Charleston community and the State of West Virginia, suffered a great loss, and

WHEREAS, The said Judge Hudson always gave full support to the improvements of this Library, serving faithfully as a member of its governing body from 1944 to the time of his death, giving unstintingly of his time and energies, thereby indicating his interest in the cultural advancement of his city, and

WHEREAS, Judge Hudson further served this institution by giving freely of his keen legal counsel, for which he was noted among his fellow lawyers, therefore be it

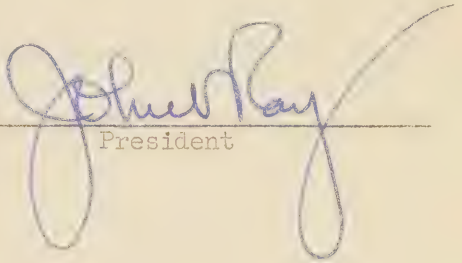
RESOLVED, That this tribute be recorded in our Minute book as a mark of our appreciation of his splendid life and service and that a copy of this resolution be sent to the members of his family.

Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective June 1956, which she stated are in accord with the salary scales:

<u>Name</u>	<u>Effective Date</u>	<u>June Salary Only</u>	<u>Position</u>
<u>Hourly Employees</u>			
Hobart Farrell	June 1	\$60.00	Page, Circulation Dept.
Donald Greenlee	June 1	45.00	Page, Circulation Dept.
Nancy Ringel	June 1	58.50	Page, Circulation Dept.
Thomas Whaley	June 1	72.00	Page, Circulation Dept.
Alice Ringel	June 1	78.00	Page, Boys and Girls Dept.
Marilyn Dee McKnight	June 1	61.50	Page, Boys and Girls Dept.
Patricia Plovanich	June 1	61.50	Page, Boys and Girls Dept.
Mary K. Plovanich	June 1	50.25	Page, Boys and Girls Dept.
Larry Matheney	June 1	56.25	Page, Extension Dept.
Paul Watson	June 1	58.50	Page, Extension Dept.
 <u>Employment</u>			
Bonnie Faye Hudnall	June 1	139.55	Clerk Assistant, Circ. Dept.
Peggy Douglas	June 1	49.00	Page, Circulation Dept.
Dorothy E. Francis	June 4	\$299.59 (\$276.48 for June only)	Librarian Assistant, Extension Department
 <u>Substitute Employment</u>			
Thelma D. Amick	June 4	\$255.72 (pay \$236.02 for June only)	Substitute Librarian
Clarice Bailes	June 11	\$299.59 (pay \$207.40 for June only)	Substitute Librarian
Nancy Woodyard	June 4	\$139.00 (pay \$128.40 for June)	Clerk Assistant
 <u>Leave of Absence</u>			
Mary Ringel	June 8	38.92	Clerk Assistant, Boys and Girls Department

On motion duly made, seconded, and carried all the foregoing changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.



President



Secretary

MINUTES OF A MEETING OF THE
BUDGET COMMITTEE
OF THE BOARD OF DIRECTORS
OF THE KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

JUNE 28, 1956

The Budget Committee of the Kanawha County Public Library met on Thursday, June 28, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr C. C. Dickinson, Chairman
Mr Arthur Hanson
Colonel Walter Phillips

Special Committee on Library Finance. Mr Dickinson suggested that the committee be brought up to date on the activities on the Special Committee on Library Finance and he asked Mr Hanson to describe the work which had been done with the County Court and the Finance Committee of the City Council by the members of that committee. Mr Hanson stated that letters requesting permission for the Special Committee to appear before the Finance Committee, for the purpose of requesting a contribution of \$50,000.00 for the operating expenses of the library during 1956/1957, had gone from Mr Ray to the Chairman and members of the Finance Committee. A similar letter, he said, had been sent to members of the county court also requesting permission for the special committee to appear in support of a request for a \$50,000.00 contribution for library operating expenses during fiscal 1956/1957. The Special Committee is awaiting notification of the date on which it is to appear before the County Court and the Finance Committee. Mr Hanson said that Mr Ray had sent a letter to Mr Lovenstein

stating that the County Court and Finance Committee had each been asked to provide \$50,000.00 for the operating expenses of the library and suggesting that the Library delay submitting its budget to the Board of Education until the city and county have acted on the requests.

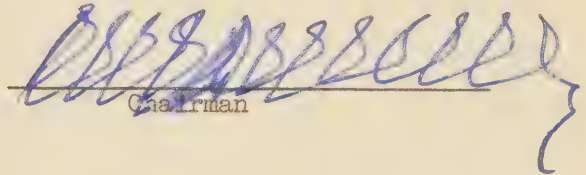
Librarian's Draft of 1956/1957 Operating Budget. The Budget Committee agreed that it would act on the budget draft, which it had received from the librarian, with the idea that it be presented to the Library Board at its meeting on July 13, 1956, but expecting that no budget proposal would be made to the Board of Education until the city and county had acted on the requests for contributions made by the Special Committee on Library Finance.

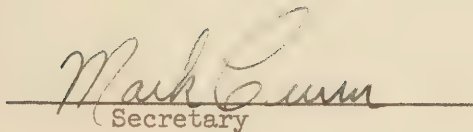
The Librarian explained his draft budget, which showed a minimum amount for operating expenses of \$151,822.97. The draft also showed the amounts necessary to raise clerical salaries to levels comparable to those paid in other offices in the Charleston area (\$6,706.60), to raise custodial salaries and driver's salary by approximately \$10.00 per month (\$431.00), to increase professional salaries by 7.3% (\$3,893.25), and to increase books (\$3,175.00) and "other operating expenses" (\$1,846.18) proportionately to maintain a balance of expenditures of 65% for salaries, 20% for books, and 15% for other expenses. The total amount shown, including all of the increases, was \$167,875.00. A copy of this draft is attached.

After discussion, the Budget Committee agreed to report the \$167,875.00 to the Library Board with its recommendation that any amounts received for the 1956/1957 operating budget in excess of the \$151,822.97 minimum amount be spent according to the priority shown below:

Base amount	\$151,822.97	
Clerical Salaries	6,706.60	- First priority
Custodial Salaries	431.00	
	<u>\$158,960.57</u>	
Professional Salaries	\$ 3,783.35	
Substitutes	109.90	- Second priority
	<u>\$162,853.82</u>	
Books	\$ 3,175.00	- Third priority
	<u>\$166,028.82</u>	
Other operating expenses	\$ 1,846.18	- Fourth priority
	<u>\$167,875.00</u>	

There being no further business the meeting adjourned.


Chairman


Secretary

KANAWHA COUNTY PUBLIC LIBRARY

Operating Budget 1956/1957

June 8, 1956 - First Draft

	1	2	3	4	5
<u>Salaries, Staff</u>					
Professional	\$58,133.53	\$61,916.88	\$58,133.53	\$58,133.53	\$61,916.88
Non-Professional	38,612.90	38,612.90	45,211.10	38,721.30	45,319.50
Substitutes	1,772.74	1,882.64	1,772.74	1,772.74	1,882.64
Subtotal	\$98,519.17	\$102,412.42	\$105,117.37	\$98,627.57	\$109,119.02
<u>Books</u>					
Books	\$22,000.00				\$24,500.00
Binding	6,500.00				7,175.00
Periodicals	1,900.00				1,900.00
Subtotal	\$30,400.00				\$33,575.00
<u>Other Operating Expenses</u>					
Salaries, Building	\$7,729.80	\$7,729.80	\$7,729.80	\$8,160.80	\$8,160.80
Repairs & Maint.	1,734.00				2,882.18
Utilities	4,650.00				4,650.00
Service Contracts	897.00				897.00
Building Supplies	800.00				800.00
Off. & Library Supp.	2,700.00				2,700.00
Insurance	794.00				794.00
Vehicles Supplies	1,250.00				1,250.00
Furniture & Equip.	1,017.00				1,517.00
Travel	775.00				775.00
Printing	402.00				600.00
Memberships	55.00				55.00
Contingencies	100.00				100.00
Subtotal	\$22,903.80				\$25,180.98
TOTAL 56/57 Budget	\$151,822.97				\$167,875.00

Column 1. Budget with no increases in salary rates, and other amounts at present levels.

Column 2. Budget showing 7.3% in professional salaries rates except Head Librarian.

Column 3. Budget showing increase in clerical rates to equal salaries paid in comparable positions in Charleston area.

Column 4. Budget showing increase of approximately \$10 per month for custodial employees and for bookmobile driver.

Column 5. Budget showing all increases in salaries plus reasonable accompanying increases in book and other operating expenses to maintain budget proportions of staff salaries 65%, books, periodicals and binding 20%, and other expenses 15%.

KANAWHA COUNTY PUBLIC LIBRARY

Proposed Professional Salary Scale, 1956/1957

(7.3% increase over 1955/1956 scale)

ANNUAL RATES

<u>Title</u>	<u>Grade</u>	<u>Increments</u>					<u>Annual Incre.</u>
		1	2	3	4	5	
Junior Librarian	1	\$3,294	\$3,414	\$3,534	\$3,654	\$3,774	\$120
Librarian	2	3,859	4,009	4,159	4,309	4,459	150
Chief Librarian (Class A Dept.)	3	4,565	4,745	4,925	5,105	5,285	180
Chief Librarian (Class B Dept.)	4	5,299	5,509	5,719	5,929	6,139	210
Director	5	-----	6,600	-----	-----	-----	unspecified
	6	None					
	7	None					
	8	None					
	9	None					
	10	None					

MONTHLY RATES

<u>Title</u>	<u>Grade</u>	<u>Increments</u>					<u>Monthly Incre.</u>
		1	2	3	4	5	
Junior Librarian	1	\$274.50	\$284.50	\$294.50	\$304.50	\$314.50	\$10.00
Librarian	2	321.58	334.08	346.58	359.08	371.58	\$12.50
Chief Librarian (Class A Dept.)	3	380.42	395.42	410.42	425.42	440.42	15.00
Chief Librarian (Class B Dept.)	4	441.58	459.08	476.58	494.08	511.58	17.50
Director	5	-----	550.00	-----	-----	-----	unspecified
	6	None					
	7	None					
	8	None					
	9	None					
	10	None					

KANAWHA COUNTY PUBLIC LIBRARY

Professional Salary Scale, 1955/1956

ANNUAL RATES

<u>Title</u>	<u>Grade</u>	<u>Increments</u>					<u>Annual Incre.</u>
		1	2	3	4	5	
Junior Librarian	1	\$3,068.69	\$3,180.48	\$3,292.27	\$3,404.06	\$3,515.85	\$111.79
Librarian	2	3,595.04	3,734.78	3,874.52	4,014.26	4,154.00	139.74
Chief Librarian (Class A Dept.)	3	4,252.75	4,420.44	4,588.13	4,755.81	4,923.50	167.68
Chief Librarian (Class B Dept.)	4	4,936.54	5,132.18	5,327.82	5,523.45	5,719.09	195.63
Director	5	None					
	6	-----	-----	-----	6,600.00	-----	unspecified
	7	None					
	8	None					
	9	None					
	10	None					

MONTHLY RATES

<u>Title</u>	<u>Grade</u>	<u>Increments</u>					<u>Monthly Incre.</u>
		1	2	3	4	5	
Junior Librarian	1	\$255.72	\$265.04	\$274.35	\$283.67	\$292.98	\$9.31
Librarian	2	299.58	311.23	322.87	334.52	346.16	11.64
Chief Librarian (Class A Dept.)	3	354.39	368.37	382.34	396.31	410.29	13.97
Chief Librarian (Class B Dept.)	4	411.37	427.68	443.98	460.28	476.59	16.30
Director	5	None					
	6	-----	-----	-----	550.00	-----	unspecified
	7	None					
	8	None					
	9	None					
	10	None					

KANAWHA COUNTY PUBLIC LIBRARY

Proposed Non-Professional Salary Scale, 1956/1957

(Comparable to salaries paid in greater Charleston area)

ANNUAL RATES

<u>Title</u>	<u>Grade</u>	<u>Increments</u>					<u>Annual Increment</u>
		1	2	3	4	5	
Junior Clerk	1	\$1,872	\$1,980	\$2,088	None	None	\$.05 per hour
Senior Clerk	2	2,100	2,160	2,220	\$2,280	\$2,340	\$60
Special Clerk	3	2,280	2,340	2,400	2,460	2,520	60
Order Clerk	4	2,580	2,640	2,700	2,760	2,820	60
Secretary	5	2,880	3,000	3,120	3,240	3,360	120
None	6	None					

MONTHLY RATES

<u>Title</u>	<u>Grade</u>	<u>Increments</u>					<u>Monthly Increment</u>
		1	2	3	4	5	
Junior Clerk	1	\$156	\$165	\$174	None	None	\$.05 per hour
Senior Clerk	2	175	180	185	\$190	\$195	\$5
Special Clerk	3	190	195	200	205	210	5
Order Clerk	4	215	220	225	230	235	5
Secretary	5	240	250	260	270	280	10
None	6	None					

KANAWHA COUNTY PUBLIC LIBRARY

Clerical Salary Survey in Greater Charleston Area

Prepared by KCPL Staff Association, May 1956

Starting Salaries paid by organizations surveyed

<u>Position</u>	<u>Grade</u>	<u>Mean Salary</u>	<u>Average Salary</u>	<u>Average of 15 Lowest Salaries</u>	<u>Salary used in KCPL proposed scale</u>
Junior Clerk	1	No Study Made			\$156 (90¢/hr.)
Typist or Senior Clerk	2	\$182	\$191.33	\$175.26	175
Special Clerk	3	185	203.33	184.80	190
Order Clerk	4	205	217.10	198.53	215
Secretary	5	\$240-\$242	248.88	230.00	240
None	6	-----			

COMPANIES REPORTING SALARIES UED IN THIS STUDY

Hospital	- Charleston Memorial
Industrial	- Carbide and Carbon
	- E. I. DuPont
	- Owens-Illinois Glass Company
Utility Companies	- Chesapeake and Potomac Telephone Company
	- Appalachian Electric Company
	- United Fuel Gas Company
Bank	- Local bank (name withheld on request)
State of West Virginia	- Library Commission
	- Health Department
	- Employment Security
	- Public Assistance
	- Vocational Rehabilitation
	- Conservation Commission
Bus Line	- Atlantic Greyhound
Department Store	- Sears, Roebuck and Company
Newspaper	- Charleston Gazette
Trucking	- Bell Lines, Inc.
Finance Company	- Household Finance Corp.
City of Charleston	- (Contacted payroll department)
Civil Service	- (obtained information from post office)

KANAWHA COUNTY PUBLIC LIBRARY

Non-Professional Salary Scale, 1955/1956

ANNUAL RATES

<u>Title</u>	<u>Grade</u>	<u>Starting Salary</u>	<u>With 15 years Experience</u>	<u>Annual Increment</u>
Junior Clerk	1	\$1,560.00	\$1,560.00	None
Senior Clerk	2	1,674.60	2,574.60	\$60
Special Clerk	3	1,830.60	2,730.60	60
Order Clerk	4	1,914.60	2,814.60	60
Secretary	5	1,998.60	2,898.60	60
None	6	-----		

MONTHLY RATES

<u>Title</u>	<u>Grade</u>	<u>Starting Salary</u>	<u>With 15 years experience</u>	<u>Monthly Increment</u>
Junior Clerk	1	\$130.00	\$130.00	None
Senior Clerk	2	139.55	214.55	\$5
Special Clerk	3	152.55	227.55	5
Order Clerk	4	159.55	234.55	5
Secretary	5	166.55	241.55	5
None	6	-----		

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY

HELD ON
JULY 13, 1956

The Annual Meeting of the Library Board of the Kanawha County Public Library was held on July 13, 1956, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, Chairman
Mr Dickinson
Mr Hanson
Colonel Phillips
Dr Sibley
Mr Williamson

The Librarian acted as secretary and reported that a quorum was present.

The minutes of the June 8, 1956, meeting were approved.

Librarian's Monthly Report. The Librarian read his report on the activities of the library for the month of June. It was ordered received and filed, and the Librarian was authorized to publish such parts of it as he saw fit to publish.

Librarian's Annual Report. The Librarian read his annual report on the activities of the library for the fiscal year 1955/1956. After some discussion of the report it was ordered received and filed. The Librarian was instructed to publish 750 copies for distribution to the public and to interested officials of the Board of Education, the County Court, and the City Council.

It was moved by Mr Williamson, seconded by Dr Sibley and
unanimously

RESOLVED, That the Librarian, with suggestions from Mr
Williamson, prepare a personal letter containing
highlights from the annual report, and mail it
to each member of the City Council and the County
Court.

Reports of Committees.

Nominating Committee. Colonel Phillips, chairman of the
Nominating Committee, reported the recommendation of the committee as
being that Mr Ray, Mr Hanson and Mr Crum be nominated as President,
Vice-President and Secretary of the Library Board, respectively, for a
term of one year ending June 30, 1957. An election being held, the said
nominees were duly elected.

Budget Committee. The Secretary read the minutes of a meeting
of the Budget Committee, held on June 28, 1956, and distributed mimeographed
copies of a proposed operating budget in the amount of \$167,875. The pro-
posed operating budget was ordered received and filed. It was moved by
Mr Hanson, seconded by Colonel Phillips, and unanimously

RESOLVED, That the proposed operating budget in the amount
of \$167,875 be adopted as the Operating Budget
1956/1957 to be submitted to the Board of Education;
and,

RESOLVED FURTHER,

That if the Library receives contributions for
its operating budget from the Charleston City
Council and/or Kanawha County Court, the Board
of Education be requested to furnish the dif-
ference between said \$167,875 and the total of
said contributions for the operating expenses
of the Library, and in addition thereto an
amount for capital expenditures which will at
least pay for the installation of an elevator.

Special Committee on Library Income. It was reported that this committee had met on July 12 and that, among other things, it had discussed preparing a special story for the newspaper which would explain the needs of the library as a community problem.

Approval of Bills. Colonel Phillips moved, Mr Hanson seconding, that the bills (Lists Nos. 386 and 387) be approved and sent to the Board of Education for payment. The motion passed.

UNFINISHED BUSINESS

Letter from Mr Flinn Concerning His Library Board Membership.

The Librarian read a letter dated June 19, 1956 from Mr Flinn in which he stated that he would not submit his name to the Board of Education for re-election to the Library Board until the Library Board had an opportunity to consider nominating Mr Lovenstein, who took office July 1, 1956 as Superintendent of Schools, for membership on the Library Board.

The Librarian was instructed to write Mr Flinn that the Library Board wished him to remain a member of the board and would like to have his name submitted to the Board of Education, along with those of Mrs Anderson and Dr Sibley, for appointment to six-year terms beginning July 1, 1956.

The Librarian was further instructed, upon motion by Mr Dickinson, seconded by Mr Williamson, and passed unanimously, to submit the name of Mr L. K. Lovenstein to the Board of Education for appointment as a member of the Library Board to fill the unexpired term of Judge Arthur P. Hudson, if upon inquiry of him, the Librarian learned that Mr Lovenstein is willing to accept such appointment at this time.

Judge Arthur P. Hudson. The following note, received from the members of Judge Hudson's family, was read aloud by the Librarian.

Dear Mr Crum:

"The copy of the resolution of the Kanawha County Public Library Board is deeply appreciated. Mr Hudson had a keen interest in the Library and its progress.

"Please express my sincere appreciation to the members of the Board."

Sincerely

/s/

Julia Hudson

NEW BUSINESS

6:00 P.M. Closing of the Library During the Month of August.

The Librarian requested permission to close the library at 6:00 p.m. during the month of August if the number of patrons using the building was insufficient to justify keeping it open during the evening. Upon motion by Mr Williamson, seconded by Mr Hanson and carried unanimously, permission to close at 6:00 p.m. during August was granted.

Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective July 1956, which he stated are in accord with the salary scales:

<u>Name</u>	<u>Effective Date</u>	<u>June Salary Only</u>	<u>Position</u>
<u>Temporary Employment</u>			
Nancy Woodyard	July 1	\$139.00	Substitute Clerk
Clarice Lorene Bailes	July 1	299.59	Substitute Librarian
Thelma D. Amick	July 1	255.72	Substitute Librarian
John W. Myers	July 1	104.00	Substitute Janitor

<u>Name</u>	<u>Effective Date</u>	<u>June Salary Only</u>	<u>Position</u>
<u>Hourly Employees</u>			
Peggy Ann Douglas	July 1	\$39.00	Page, Circulation Dept.
Donald Greenlee	July 1	58.50	Page, Circulation Dept.
Hobart Farrell	July 1	51.00	Page, Circulation Dept.
Nancy Ringel	July 1	84.00	Page, Circulation Dept.
Thomas E. Whaley	July 1	84.00	Page, Circulation Dept.
Larry Matheney	July 1	137.25	Page, Extension Dept.
Paul V. Watson	July 1	20.25	Page, Extension Dept.
Patricia Plovanich	July 1	86.25	Page, Boys and Girls Dept.
Marilyn Dee McKnight	July 1	31.50	Page, Boys and Girls Dept.
Mary Kay Plovanich	July 1	53.25	Page, Boys and Girls Dept.
Alice Ringel	July 1	46.50	Page, Boys and Girls Dept.

Leave of Absence

Without Pay

Mary Ringel July 1-31 No check due her Clerk Assistant

Employment

Ivy Hardin

Salary Month-To-Month Basis
 July 16 \$354.40 (pay \$198.46 Chief Reference Dept. for July only)

On motion duly made, seconded, and carried all the foregoing changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

Mark Green
 Secretary

John Ray
 Chairman

Books for Everyone
Annual Report
1955-1956

Kanawha County Public Library

Charleston, West Virginia

KANAWHA COUNTY PUBLIC LIBRARY

Lee and Hale Streets
Charleston, West Virginia

Hours: 10-9 Monday - Friday
10-6 Saturday

Books To Take Home
Reference and Information Service

Telephone 2-2181

BOOKS FOR EVERYONE

160,000 of them!



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JOHN A. YOUNG

MARK CRUM, *Librarian and Secretary of the Board*

LIBRARY STAFF

Professional

FRANCES ALDERSON

DOROTHY E. FRANCIS

WILMA G. BROWN

FRANCES GERARD

JANE BRUGGER

JOANNE GREENSPUN

JULIETTE BRYSON

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MAXINE MOLLOHAN

BETTY ANN DAWSON

MARY RINGEL

BEVERLEY FLECK

CHRISTINE SNODGRASS

MRS. MARY GREENE

LAVERTA SPURLOCK

MRS. JOYCE ISNER

NINNETTA MAE THOMAS

Building Staff

CHARLES B. LANDER

FRED SKILES

HAROLD PRUNTY

13 additional part-time

Annual Report, 1955-1956

To the Board of Directors of the Kanawha County Public Library: the Librarian's annual report for the period July 1, 1955, to June 30, 1956, is herewith submitted:

Introduction

In Kanawha County more public library books are being read than ever before! And more people are using the library and its services than ever before in its history!

One person out of eight owns a library card which is kept active by renewal every three years.

The number of books read during the past year averages 2.8 for each county resident or 21.5 volumes for each registered borrower. Actually, the average borrower has read something less than 21.5 books because hundreds of school children read library books deposited in their classrooms without registering as library borrowers.

The library has always sought larger appropriations to extend and expand its services, to provide more service points through bookmobile stops or branch libraries, and to enlarge its book collection. But it is now in need of additional funds merely to maintain its present services, staff, service points and book collections under the pressure and wear of this increased use by readers and researchers.

This has been emphasized during the past year by prolonged vacancies and increased turn-over in the staff, resulting from relatively low salaries; by a noticeable deterioration in the quality and physical condition of the book collection, resulting from curtailment of purchases and of rebinding; by our continued inability to renovate and utilize the now unused top floor of the building; and by the necessity to neglect behind

the scenes duties, which maintain the quality of library service, in favor of direct service to readers, a result of a combination of short or inexperienced staff and a simultaneous great increase in use of the library's facilities and services.

The Library Board, realizing that adequate library service cannot be provided the people of Kanawha County within the present library budget of \$148,000 to \$150,000, has appointed a special committee to study the problem of library finance and to locate sources of income to supplement the appropriations made by the Board of Education of Kanawha County.

Use of the Library

Last year, the number of library books lent to be read at home increased 35% over the previous year and stood at 671,596 volumes. This year an additional 6,369 volumes were circulated which raises the total for the year to 677,965.

The number of county residents who are using the library has also climbed above last year's record 29,130 and now stands at 31,424 persons. This is a gain of almost 8% in one year!

Services to readers other than the loan of books for home reading include answering reference questions, inter-library loans, sending special books out to bookmobile borrowers, making and filling reserves on popular books, assisting readers to select books, and giving directions or instructions in the use of the library. These special services were offered to patrons 21,969 times during the past year, compared with 21,320 times the previous year.

Clerks and Librarians

Until this year, when one clerical position was added in the Extension Department, and one-half position was added in the Circulation Department, there had been no increase in the clerical force of the library since 1948-1949. (7 yrs.) Circulation has increased 74% since that time!

Until this year, when one professional position was added in the Boys and Girls Department, there had been no increase

in the professional staff since 1944-1945. (11 yrs.) Since then our circulation has increased 176%.

To this increasing work load for each member of the staff this year was added the burden of vacancies in professional positions and excessive turnover in clerical positions, which necessitated extra work and training duties for those who remained on the staff. Among the clerks there were ten resignations and ten replacements to be trained. Among librarians there were two resignations—one occurring in October and filled in June, and one in March to be vacant until July 15—plus one new position created in January and not yet filled.

In May 1955, I reported to the Library Board that the staff was working at very near capacity. Beginning in October 1955 the staff has found it necessary to skip over tasks such as weeding the book collection, care of the pamphlet file, study of our book resources, inventory and other necessary house-keeping operations, in order to cope with the flood of people and books passing through the library.

Such a set of conditions, if prolonged, contributes to the general deterioration of a library's collections, services and staff.

Personnel Progress

The Kanawha County Library encourages promotion from within the staff and transfer from one position to another as a means of providing staff members with job situations in which they can continue to learn and grow. This often enables us to keep capable people who would otherwise move to other libraries. For example, Miss Greenspun, after one year of experience in the Extension Department, spent four additional profitable years in the Circulation Department, first in charge of pamphlets and young adult books, then as audio-visual materials specialist before leaving, in the fall of 1955, to become a Branch Librarian at the Free Library of Philadelphia. Miss Figgatt, at the close of four years' duty on the bookmobile, has transferred to the Circulation Department to learn that phase of library work. Miss Dorothy Francis of Richmond,

Virginia was appointed to the Extension Department position thus vacated. In January 1956, a new position was activated in the Boys and Girls Department to which Miss Kramer transferred from the Catalog Department.

The duties assigned Mr. Simmons have been shifted from Circulation Department page supervision and desk duty to one-half time in the Processing Department where, as Preparations and Binding Librarian, he will have full charge of incoming book processing, book mending and book binding, plus one-half time as Supervisor of Junior Clerks in which capacity he will hire and train all library pages, and will assume responsibility for the care and order of the shelved book collection.

In October 1955 a new position classification was adopted for the library staff. It was based upon written job specifications and created four professional grades, six non-professional grades, and six staff services grades distinguishable from each other on the basis of difficulty of work and responsibility involved.

The Library Board simultaneously adopted a new salary scale for the professional staff based on the new position classification. The pay scale provided for four experience increments in each grade and, on the average, raised the salaries of the professional staff 9%.

Furnishings and Equipment

Money for badly needed physical improvements unexpectedly became available as a result of position vacancies on the professional staff.

Early in the year the building department patched and painted the walls and laid linoleum in a room used by the catalog department typists. New lights were installed in the mending room and the old fixtures rehung in the typists' room.

The building department crew also patched the floor and painted the walls in a second floor book storage room, converting it to a workroom for the Boys and Girls department,

and took down a partition between the public portion of that department and the former workroom.

A chair and couch from the Browsing Room were reupholstered, and three tables from the Reference Department were refinished with formica tops in an oak pattern.

Just before summer began, a number of fans were purchased and placed at various places in the library's public departments and workrooms.

Four new fluorescent light fixtures were hung in the Periodical Room and Reference Alcove. The old fixtures were hung in the Reference vault.

The heating system has been checked and all steam valves have been repacked. The pump, which was faulty, has been sent to the factory to be rebuilt.

As the year closed the walls and ceilings of the Circulation Department and first floor stacks, as well as three previously unused rooms on the third floor of the building, were painted.

Library Board

Mrs. Benjamin Brown, Dr. Roy Bird Cook and Colonel Walter Phillips were re-elected to serve as members of the Library Board for six year terms beginning July 1, 1955.

At the annual meeting of July 8, 1955, Mr. Ray was re-elected to the office of President and Mr. Arthur Hanson was elected Vice-President of the Library Board.

In October 1955, Library Board President John V. Ray was presented with an award "for distinguished achievement in the promotion of library service in West Virginia" by the West Virginia Library Association at its annual meeting held at Fairmont.

Judge Arthur P. Hudson, an active member of the Library Board since 1944, died on May 21, 1956. The library and the community suffered a great loss in Judge Hudson's death. He always gave full support to improvements of the library, serv-

ing faithfully and well both as a member and as Vice-President of the Library Board.

Reading Clubs

The Vacation Reading Club, with a baseball theme and five-books-equal-one-home-run contest angle, totaled just under 10,000 books read during the months when school was not in session. These books represent quite an influence for the retention of reading skills over the summer period. They also represent numerous hours of enjoyment and inspiration for young minds.

The Noble Order of Bookworms, the winter reading club which has just completed its second year, had 1,217 members who won bronze pins by reading fifty library books during the school year, and 206 members who won certificates for reading 50 books during a second year of membership in the club. The enjoyable and beneficial effect which this amount of good reading has had on the children of the county cannot be computed but it can be imagined.

Mr. Louis Slobodkin, a famous and favorite children's illustrator and author, visited the library in October 1955 under the auspices of the Child Study League to give a chalk talk to the children.

Miss Eileen Colwell, accompanied by her sister-in-law, Miss Una Norris, and the Children's Librarian from Boston Public Library, Miss Virginia Haviland, made a three-day visit to the library from June 25-27. Miss Colwell is a distinguished librarian, story-teller, and authority on children's literature from the library in Hendon, England, near London.

Book Funds

The Architectural Books Fund, established in November of 1955 with a \$300 grant by the West Virginia Chapter, American Institute of Architects and the Kanawha Valley Technical Council Books Fund, established in April 1955 with grants totaling \$365, have been very successful. The funds are used to purchase valuable and significant works which are either

too expensive or too specialized in subject matter for purchase from library funds for use by the general public. These books supplement and strengthen the library's general collection substantially. Eight volumes have been bought from the Architectural Fund and thirty-two have been bought from the Kanawha Valley Technical Fund.

Other Matters of Interest

Service to the public was discontinued at Garnet Branch Library subsequent to August 31. All borrowers were asked to use the main library, the children's books were transferred to the main library, and the other books were retained at Garnet High School for use by students there. Mrs. Laverta Spurlock was appointed to a newly created clerical position in the Extension Department of the main library.

Drive-In Book Pick-Up service was discontinued on December 15, 1955. The service which seemed to the librarian to be so convenient for motorists was used very little. The Drive-Up Book Return, by contrast, continues to be heavily used and is much appreciated by the public.

Miss Juliette Bryson, Chief Circulation Librarian, served as Acting Librarian from April 9 to May 18 while the Librarian attended a six-weeks Advanced Seminar for Library Administrators at Rutgers University School of Library Service.

Conclusion

Fiscal 1955-56 has been a difficult one for the staff because of the large number of clerical resignations and appointments, and the prolonged vacancies which occurred in professional positions. There is a nationwide shortage of librarians, and our salary scale and West Virginia's reputation as a "poor library state" make it difficult to attract and hold able librarians.

The book collection, too, has had a hard year. With book costs rising we are able to buy fewer books each year. As use of the library increases, the demand for a greater variety of titles and the need for additional copies of titles increases.

Consequently, increasingly greater percentages of book funds must be spent for new books and less and less for rebinding.

Plans for adding hospital service, film service, and increased school services have been postponed another year. And needed building improvements such as painting, flooring, an elevator, and air conditioning have been put off.

There is, I feel, some danger that the staff may become discouraged about the library ever receiving enough money to keep a full staff, purchase enough books, provide an attractive, comfortable building, offer the full range of modern library services, and extend services, through branch libraries and bookmobile stops, to make them as conveniently accessible to all county residents as they should be.

There is no question about a public library being an asset to the people of its community or of its being a necessity in a democratic society. The people of Kanawha County are demonstrating that they want and will use public library service. Increased appropriations will be required to mold a staff, build a book collection, and sustain the pattern of services which constitute a first class modern public library service.

Respectfully submitted,

MARK CRUM,
Librarian.

EXPENDITURES

July 1, 1955 - June 30, 1956

Main Library

1. Salaries

Staff salaries\$ 89,555.12

2. Books

Books 25,918.06

Audio-visual material 750.02

Subtotal 26,668.08

Binding 1,889.06

Periodicals 1,702.65

Total 30,259.79

3. Building and Other Expenses

Repairs 4,181.48

Salaries—building staff 7,546.09

Printing 390.79

Office supplies 2,495.37

Insurance 1,340.00

Vehicles supplies 1,147.21

Furniture and equipment 2,877.33

Service contracts 886.08

Building supplies 586.41

Utilities 4,667.18

Memberships 55.00

Travel 672.80

Contingencies 229.48

Total for building and other expense 27,075.22

TOTAL FOR MAIN LIBRARY\$146,890.13

Garnet Branch 1,592.50

GRAND TOTAL\$148,482.63

APPROPRIATION, OPERATING BUDGET,

FISCAL 1955-1956\$148,501.00

UNEXPENDED BALANCE\$ 18.37

STATISTICAL REPORT

July 1, 1955 - June 30, 1956

Population served: 239,629 (1950 census).

Agencies: Main library, one bookmobile serving 40 stops, deposit collections in approximately 316 elementary school rooms outside Charleston.

BOOK CIRCULATION

	1955-56	1954-55	1953-54
Lent by Main Library	579,011	578,162	406,200
Lent by Bookmobile	98,954	93,434	90,634
Totals	677,965	671,596	496,834
Adult books lent	163,498	160,041	140,661
Juvenile books lent	514,467	511,555	356,173
Totals	677,965	671,596	496,834
Fiction books lent	526,698	522,009	370,191
Non-fiction books lent	151,267	149,587	126,643
Totals	677,965	671,596	496,834

BOOK STOCK

	1955-56	1954-55	1953-54
Number of volumes at end of year	160,136	166,810	157,251
Number of volumes added	11,542	12,787	12,326
Number of volumes withdrawn	3,517	3,228	3,983
Garnet Branch Collection*	14,699		
Number of periodicals received	366	364	355
Number of newspapers received	21	19	19

BORROWERS REGISTERED

	1955-56	1954-55	1953-54
Total number of registered borrowers	31,239	29,130	26,969
Total number registered during year	13,146	10,352	9,711
Children estimated to use deposit collections, in addition to the above	11,868	11,878	11,546
Time required of staff: 40 hours a week.			
Library open 307 days, 63 hours a week.			

* Garnet Branch books transferred to Board of Education custody with close of Garnet Branch August 31, 1955.

The Kanawha County Public Library is an outgrowth of the community library service which began in Charleston in 1909. It is maintained by the Board of Education of Kanawha County as an integral part of the educational facilities of the county, is supported by taxes levied for educational purposes, and its collections, reading rooms, and services are available to all residents. It is governed by a Board of Directors appointed by the Board of Education. Like all public libraries, it is a living and concrete embodiment of the belief of the founders of the American Commonwealth that no stronghold is so strong as a nation of enlightened free men.

KANAWHA COUNTY PUBLIC LIBRARY

Proposed Operating Budget 1956/1957

July 10, 1956

Salaries, Staff

Professional	\$61,916.88
Non-Professional	45,319.50
Substitutes	1,882.64
Subtotal	<u>\$109,119.02</u>

Books

Books	\$24,500.00
Binding	7,175.00
Periodicals	1,900.00
Subtotal	<u>\$33,575.00</u>

Other Operating Expenses

Salaries, Building	\$ 8,160.80
Repairs and Maintenance	2,882.18
Utilities	4,650.00
Service Contracts	897.00
Building Supplies	800.00
Office and Library Supplies	2,700.00
Insurance	794.00
Vehicles Supplies	1,250.00
Furniture and Equipment	1,517.00
Travel	775.00
Printing	600.00
Memberships	55.00
Contingencies	100.00
Subtotal	<u>\$25,180.98</u>

TOTAL 1956/1957 Budget	\$167,875.00
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